

Part 408 - Records

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Subpart A - Files Management

Part 408 - RECORDS

SUBPART A - RECORDS MANAGEMENT

408.1(d)

§408.0 Scope.

This subpart provides policy and procedures applicable to all offices for records management in the Natural Resources Conservation Service (NRCS). Additional information on this subject is contained in 36 CFR 1220 and 41 CFR 201.45.

§408.1 Definitions.

<u>Disposition.</u>	<p>A broad term that may refer to any of the following:</p> <ul style="list-style-type: none">(a) Retention of records in a records holding area for a given period of time;(b) Transfer of records to a Federal Records Center (FRC); to a Federal Archives and Records Center (FARC); or to the National Archives and Records Administration (NARA);(c) Transfer of records from one office or agency to another; or(d) Destruction of records.
<u>Nonrecord material.</u>	<p>Papers having no documentary or evidential value. These include stocks of publications, library material, duplicate copies of record material such as reading files, processed or published materials, catalogs, trade journals, and papers of transitory value such as drafts, worksheets, informal notes, and routing slips. Nonrecord materials are to be destroyed after their purpose is served.</p>

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<u>Records.</u>	Papers, photographs, maps, books, machine readable material, or other documentary materials, regardless of physical form or characteristics, that have documentary or evidential value. Such materials, created or received in connection with the transaction of the agency's business, are preserved as evidence of its organization, functions, policies, decisions, procedures, operations, or other activities or because of their informational value. Official files, also called record material, can be destroyed only according to authorized disposal schedules.
<u>Record copies.</u>	<p>In general, these include, but are not necessarily limited to, the following:</p> <ul style="list-style-type: none"> (a) The signed original of incoming correspondence; (b) The yellow manifold copy of an outgoing letter, telegram, etc., prepared in an NRCS office. See also §402.3(d) of this title. (c) Copies of directives (both current and canceled) that are required to be maintained in designated offices. (d) One copy of any book, maps, or photograph (including negatives) that are prepared by or for NRCS. <p>NOTE: <i>These materials are considered to be records only in the office having authority to create or approve this type of material.</i></p>
<u>Records management.</u>	The area of general administration management concerned with achieving economy and efficiency in the creation, use, maintenance, distribution, and disposition of records.
<u>Records guide</u>	A comprehensive listing and description of records created or accumulated, which describe all legally authorized and required actions to be taken in relation to the retention and disposition of specific records.

§408.2 Responsibilities.

(a) Records management officers.

The Director, Management Services Division (MSD), serves as the Records Management Officer for NRCS. State and other administrative officers serve as records management officers in their respective State or Region. The Administrative Officer, NHQ Administrative Support Division serves in the same capacity for National Headquarters. The above individuals are responsible for coordinating the overall records management program, providing technical advice and assistance to offices in their area of responsibility, supervising disposition of records, and submitting required reports. These responsibilities may be delegated in accordance with established policy.

(b) Supervisors.

The head of each office is responsible for operating an effective records management program within his or her area of responsibility in accordance with the provisions of this subpart.

§408.3 Ownership of records.

(a) Federal records.

All information received, created, or compiled by the officers and employees of the Federal Government for the use of the Government is official Government record material and is, therefore, the property of the United States. No Federal official or employee has, by virtue of his or her position, any personal or property right to official records even though he or she may have helped develop or compile them. The unlawful destruction, removal from files, and personal use of official records are prohibited by the U.S. Criminal Code (Title 18, Supp. V, Sec. 2071, USC).

(b) Personal records.

Personal papers are defined as papers of private or nonofficial character which pertain only to an individual's personal affairs. They are not records. Individuals who maintain personal papers in their offices should identify and clearly label them as such. They should keep these papers in separate drawers or other file containers from official records. Examples of personal papers are outside business pursuits, professional affiliations, diaries, journals, desk calendars, personal notes, and correspondence.

NOTE: *If information about private matters and agency business appears in the same document, the document shall be copied at the time of receipt, with the personal information deleted, and treated as a Federal record.*

408.4(a)

408.4 Records disposition

- (a) Disposition of NRCS records is to be in accordance with the NRCS Records Guide, Exhibit §408.63. This guide takes precedence over any other retention or disposition instructions that may appear in other directives.
- (b) The supervisor of each office having custody of NRCS records is responsible for initiating appropriate action as records become eligible for disposition.
- (c) Records eligible for transfer to FARC or NARA need not be held in NRCS-controlled space for the stated retention period if--
 - 1. The records are no longer needed for administrative purposes, and
 - 2. FRC, FARC, or NARA, as appropriate, agrees to an earlier transfer after receiving a properly completed Form SF-135, Request for Transmittal or Receipt, or SF-258, Agreement to transfer Records to the National Archives of the United States. The request for such a transfer constitutes agency certification that the records are no longer needed for administrative purposes.
- (d) Records may be retained in NRCS-controlled space for periods longer than shown in the Records Guide only if it can be clearly shown that there is continuing need to have ready access to such records to carry out current agency responsibilities. A justification for the retention, including an explanation of why it is in the best interest of NRCS to retain these records, shall be forwarded to the Records Officer, MSD-NHQ, for consideration. Conditions and procedure for extension of a retention period are given in 36 CFR 1228.54.

§408.5 Transfer of records - General.

- (a) National Archives and Records Administration (NARA) bulletins describe disposition in general and provide a listing of FRC facilities and the areas served. FRC facilities that include regional archives branches are referred to as FARC; this designation is used throughout the NRCS Records Guide and means either FRC or FARC.
- (b) The transfer of records to FRC facilities is initiated by preparing and routing Form SF-135, (36 CFR 1228). Preparation instructions on the back of the SF-135 are supplemented as follows:
 - 1. All NRCS records are assigned by NARA to Record Group 114;

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2. Each accession number may be used only for records having the same disposal authority and disposal date;
3. Disposal authority cited in column 6(h) must be that shown in the Records Guide for the specific records described in column 6(f) of the form. Authority will be either NRCS Comprehensive Records Schedule (NRCS/CRS) or General Records Schedule (GRS). (See §408.60 for further explanation of disposition authorities.); and
4. Add the following statement in column 6(f) when records subject to GAO audit are being transferred:
 - *GAO Records* - GRS-6, items 1A only
 - *Disposal Date* - (same date as that used in column 6(i) of the SF-135 for each group of such records)

NOTE: *The above statement certifies that these are GAO records in NRCS custody. Retirement of site audit records to the FARC should be restricted to accessions of site audit records only and not include accessions of other series of agency records.*

- (c) Records scheduled "Offer to NARA" may be transferred only with the signature of the Chief or the NRCS Records Management Officer. Transfer is initiated by the office having custody of the records by preparing and routing Form SF-258 to the Director, Management Services Division, for approval. Periodic review of records in both NRCS and FRC space is required to ensure that eligible records are made available to NARA according to the Records Guide.
- (d) Records that are scheduled "Submit SF-115" have no approved disposition. Very few of these records exist in NRCS offices at present. If such records accumulate before disposition authority is obtained, prepare Form SF-115, Request for Records Disposition Authority, and forward it for signature in (Blocks 6.D) to the NRCS Records Management Officer. Required clearance and signature will be obtained by National Headquarters (NHQ).
- (e) All transfers of records from one office or agency to another will be directed on a case-by-case basis by the appropriate records management officer. See 36 CFR 1228, Subpart H.
- (f) Disposal of records is to be accomplished in a timely manner, as soon as practicable after they become eligible.
- (g) The actual transfer of records should be planned to coincide with an event (such as end of FY or closing a project) that permits entire file folders or files to be removed from active files at one time. The volume of records holdings in a given location normally governs the frequency with which transfer or disposal must be taken.
- (h) Official files can be transferred to FARC when they are not needed to carry on NRCS operations; they are not eligible for destruction within 1 year of the date of

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transfer; and they are listed on a NARA-approved disposition schedule and have been designated for transfer to the FARC or FRC.

§408.6 Transfer of records - National Headquarters.

- (a) Transfers of NHQ records to FARC or NARA must be approved by the NRCS Records Management Officer. Approval will be documented by the signature of the NRCS Records Management Officer as "Transferring Agency Official" (item 2 of SF-135) or "Agency Representative" (item 6.A of SF-258). SF-135 and SF-258 are to be prepared accordingly by the office having custody of the records and forwarded to the Director, Management Services Division (MSD), for processing.
- (b) The office having custody of records is responsible for preparing and routing SF-135, SF-258, or SF-115, as appropriate; preparing the records for transfer or temporary storage; and making final disposition of the records in accordance with the NRCS Records Guide after the transfer document is signed.

§408.7 Transfer of records - Region and State area and field offices.

- (a) Each region director and state conservationist is to issue appropriate instructions to ensure timely, orderly, and efficient movement of eligible records to FRC, FARC, or NARA facilities in accordance with this subpart. Each State and Region office will send an approved copy of SF-135 to the Records Management Officer, MSD, Records Management.
- (b) Each State or other administrative officer must establish an effective and continuing working relationship with those FRC or FARC facilities designated to serve his or her area of responsibility. Minor procedural variations occasionally occur between FRC or FARC facilities, and they must be known to center users if problems are to be avoided.

§408.8 Use of records previously transferred.

Records transferred to an FRC or FARC facility for storage remain available for use until the scheduled disposal date. All requests by units of NHQ to retrieve records from storage must be approved by the NRCS Records Management Officer. Use Reference Request-Federal Records Centers, OF-11, 9/79, to request these records.

408.9(b)(3)

§408.9 Micrographics.

- (a) Standards, regulations, and guidelines for using micrographics technology in the creation, use, storage, retrieval, preservation, and disposition of records are given in 36 CFR 1230.
- (b) Reproduction of records, as defined in §408.1 of this title and described in §408.63 of this title, in any microform is authorized subject to the following:
1. Approval extends only to the official record copy (see §408.1 of this title) of those records scheduled for retention in NRCS-controlled space for 5 years or longer. Each office proposing to file records under this authority should first determine whether other offices which may be holding copies of the record material have need for duplicates of the microform to be obtained.

(i) <u>Permanent records.</u>	The hard copy of these records may not be destroyed after reproduction in microform. When the resulting microform has been verified, the hard copy may be removed from NRCS space by "transfer to FARC" or "offer to NARA" at a date earlier than scheduled (see NRCS Records Guide), subject to FARC or NARA acceptance of the records.
(ii) <u>Temporary records.</u>	The hard copy of these records may be destroyed after reproduction in microform, provided the resulting microform has been verified as a true and accurate reproduction and the office holding the records determines the hard copy will no longer be needed for administrative purposes.

2. The formats and standards described in 36 CFR 1230.10 shall be adhered to.
3. A reduction ratio of 1:24 shall be used whenever document size permits.

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408.9(b)(4)

4. Normal procurement procedures apply when micrographic equipment or services are to be obtained.
- (c) Regional directors and state conservationists are authorized to approve the purchase of microform readers for use by offices under their supervision, and the purchase of reader-printers for use in the regional or State office only. In addition, they may approve the microform reproduction of reference, background, or supporting material when such material is determined to be essential to effective operations over a long-term period after giving due consideration to--
 1. The length of time the material is reasonably expected to be valid and usable;
 2. The anticipated frequency of use and/or the number of individuals or offices using the materials;
 3. The availability of necessary microfilm viewing equipment in offices where the materials are to be used; and
 4. The costs to be incurred or savings to be realized.
- (d) The reproduction of records or other material in microform requires a determination of appropriate format such as microfilm, microfiche, or aperture card. That determination must consider--
 1. The availability of suitable viewing equipment;
 2. The nature of material to be reproduced; and
 3. The relative ease of supplementing microfiche or aperture cards, as opposed to the limited ability to supplement or revise microfilm.
- (e) Requests for micrographic equipment or services not authorized in (b) or (c) are to be forwarded to the Director, Management Services Division, for approval or disapproval on an individual basis. Form AD-700, Procurement Request, is used to clearly describe the equipment or service desired.
- (f) Approved ongoing micrographic systems are to be reviewed in the course of program appraisals for conformance to established policies, procedures, and standards.

SUBPART B - FILES MAINTENANCE

408.21

§408.20 Scope.

This subpart provides policy and procedures applicable to all offices to establish a uniform system for the creation, filing, and maintenance of NRCS records. Uniform filing, NRCS-wide, will enhance the efficiency of operations and facilitate the organization, maintenance, use, and disposition of records.

§408.21 Definitions.

<u>Active files.</u>	Current files or files subject to frequent use.
<u>Central files.</u>	Files relating to all activities and functions of organizational units headquartered at a single location maintained in the same area. Normally, the classification, filing, and retrieval of record material are performed or directed by one individual.
<u>Decentralized files.</u>	Files maintained at different work stations of organizational units headquartered at a single location. Decentralized files may be located in a single office or in a number of offices. A number of individuals may be responsible for classifying, filing, and retrieving record material.
<u>File.</u>	Any device such as a cabinet, box, ring binder, folder, etc., where records are brought together and preserved in a logical order.
<u>Inactive files.</u>	Files referred to less than once in 3 months but which must be retained. These records may be moved to a depository or storage area until disposal is appropriate.

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<u>Records.</u>	Papers, photographs, maps, books, or other documentary materials, regardless of physical form or characteristics, that have documentary or evidential value. Such papers, created or received in connection with the agency's business, are preserved as evidence of its organization, functions, policies, decisions, procedures, operations, or other activities or because of their informational value. Official files, also called record material, can be destroyed only according to authorized disposal schedules.
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§408.22 Responsibilities.

- (a) Individuals named in §408.2 of this title are responsible for establishing and maintaining files in accordance with this subpart.
- (b) Employees are responsible for ensuring that records they may receive, create, use, read, or file in the performance of their daily activities are not damaged, defaced, lost, or destroyed. Do not make notes on the margins of incoming correspondence or file copy of outgoing correspondence. Such notations can be embarrassing to the employee or the agency in the event the records are later subject to a subpoena or to a Freedom of Information Act (FOIA) request. Use routing slips or other devices that can be attached without defacing the record material.

§408.23 Filing system.

- (a) The primary subjects used in the file system and the related Records Guide are the same as those prescribed for use on NRCS directives, reports, and correspondence. Each primary subject describes a functional area of NRCS activity. The primary subjects are further divided into secondary, tertiary, and quaternary subjects for use in the filing system. The system also provides for approved recurring subjects and for the establishment of case files as needed.
- (b) A numerical code is assigned for primary, secondary, tertiary, quaternary, and recurring subjects to facilitate filing, reduce the chance of error in retrieval and refiling operations, and to assist in applying disposal schedules.
- (c) Material identified with each file subject is described in the NRCS Records Guide, §408.63. The guide is to be used in setting up those files or folders needed for effective operations. Offices should establish only those files needed. Only in rare

§408.24 File subjects.

- (a) Primary subject. Primary subjects are the broadest subject matter for filing purposes. Labels for primary subject folders or dividers appear in the left position. All file material relating to a primary subject is to be filed in the primary subject folder or in related folders immediately behind the primary folder or divider.
- (b) Secondary subjects. Secondary subjects are the first division of a primary subject. Labels for secondary subject folders are placed in the center position. Do NOT establish secondary subjects other than those shown in the NRCS Records Guide.
- (c) Tertiary subjects. Tertiary subjects are the second division of a primary subject. Labels for tertiary subject folders are placed in the right position. Do NOT establish tertiary subjects other than those shown in the NRCS Records Guide.
- (d) Quaternary subject. Quaternary subjects are the third division of a primary subject. Labels for quaternary subject folders are placed in the right position. Do NOT establish quaternary subjects other than those shown in the NRCS Records Guide.
- (e) Recurring subjects. Recurring subjects may relate to any primary, secondary, or other file subjects. The use of recurring subjects provides flexibility for the user and avoids extensive duplication of these subjects throughout the NRCS Records Guide. Labels for recurring subject folders are positioned the same as those for the file subject being supplemented.
- (f) Case files. Case files are established for the purpose of keeping together certain material relating to specific persons, places, things, or projects. When needed for effective operations, case files may be established in connection with any primary, secondary, tertiary, quaternary, or recurring subject.
 - 1. Case files may be maintained in any logical or appropriate sequence, i.e., alphabetical, numerical, or chronological.
 - 2. Case files listed in the NRCS Records Guide are not intended to be all inclusive.
 - 3. Labels for case files are to be positioned in accordance with (e) above. Additional labels may be affixed in the two unused positions if needed to fully identify a case file.

§408.25 Classification of records.

- (a) Before classification of record material begins, a very basic determination must be made between record and nonrecord material. Only record material (or suspense copies) should be placed in official files. Working files may contain nonrecord material if it is removed before those working files are consolidated with official files.

408.25(b)

- (b) The classification of records is one of the most important operations of the file system. The process requires analysis of the subject matter and consistent application of the classification system in determining the primary subject under which the material is to be filed and any subordinate subject breakdown necessary for cross-reference purposes. Analysis of the subject matter normally requires consideration of such things as--
1. The purpose or general significance of the record;
 2. The most definite and concrete subject involved;
 3. The most appropriate subtopics for cross reference, if any;
 4. The manner in which similar material is requested by users; and
 5. The file codes or symbols under which previous records of a similar nature are filed.
- (c) Responsibility for the proper classification of outgoing correspondence or documents rests with the originator. Refer to the NRCS Records Guide for assistance in determining proper file classification. Responsibility for the proper classification of correspondence or documents being placed in the files rests with the individual responsible for filing and retrieving record material.
- (d) Filing designations or codes are normally written in the upper right-hand corner of file material, if it does not otherwise appear on the document. If the subject line is usable, it may be underlined or circled and the code number added in lieu of using the upper right-hand corner for the file code designation.

§408.26 Filing operations.

- (a) Materials should be arranged chronologically by dates or numerically as appropriate, irrespective of whether the material is fastened or inserted loosely in the folders, binder, etc. If volume or other needs dictate, any number of folders on the same subject can be used. For example, additional folders may be started each month, every 6 months, etc. On the folder label, show the beginning and ending dates of the period covered.
- (b) Use of cutoff dates on file folders saves considerable time in record retrieval and is especially helpful when disposing of records. Cutoff dates can be at any interval desired, consistent with good records management principles.
- (c) Screening inactive or active files for the purpose of picking out what is to be retained or disposed of can result in inefficient and uneconomical operations. It cannot be avoided, however, in the case of some general or overall folders. As a general rule, case file folders are not screened but disposed of as a unit, applying the longest retention period applicable to any material in the case file.

- (d) Any material once classified and filed should not be removed or loaned out without an appropriate record being made. Form AD-234, Folder Charge-Out, or Form AD-235, Correspondence Charge-Out, is used for charging out complete folders and case files or correspondence. The exact title or subject of the folder or correspondence should be copied on the charge-out form, which is then placed vertically in the exact location from which the record material is removed. When the record material is returned to the file, remove the charge-out form and mark out borrower's name.

§408.27 File equipment.

Filing cabinets for general files should have five drawers and be letter size. Four-drawer, letter-size cabinets now in use or on hand or may be used as long as they are serviceable. Legal size cabinets may be used only if justified. Locks should be purchased on or for filing cabinets only if there is a positive need.

§408.28 File identifications.

- (a) The outside identification on file cabinets, boxes, binders, etc., will be as a minimum the appropriate primary subject(s) or its abbreviation followed by the numerical code(s). For example:

• AGENCY GENERAL (130) *through* ECONOMICS (200)

Other identification may be added as needed to aid users in readily locating material, or to determine contents of the file.

- (b) Third-cut, gray pressboard, angular metal tab dividers (guides) may be used at any position in the files if needed or desired. They are not required. If used, divider tabs must be in the same position as folder labels would be affixed to identify records at that file location. File subjects shown on dividers may be either alphabetic or numerical.

§408.29 File folders.

Square-cut, reinforced double top, Kraft (11 point) folders are used for the general files. Six-part folders may be used for copies of contracts, agreements, and other case file if there is a need to separate records within the case files. Folders for the official personnel medical records of individual employees are available as Standard Form 66.

408.30(a)

§408.30 Folder labels.

- (a) File folder labels are to contain the numeric file codes assigned to file subjects in the NRCS Records Guide. They may contain such additional information considered necessary to aid users of the file.
- (b) Sets of preprinted labels for the primary file subjects, Watershed Work Plans, Measure Plans, Engineering Design Data, and Construction Records are available as supply items and may be ordered from GSA National Forms and Publication Center 7CAF, 4900 South Hemphill Street, Fort Worth, Texas 76115.

§408.31 Electronic records.

Electronic records are subject to the same laws and regulations as paper records. Electronic records may be destroyed only in accordance with a records disposition schedule approved by the Archivist of the United States, including General Records Schedules. See 36 CFR 1234.32 for destruction of electronic records and General Services Administration 41 CFR Part 201-45 (FIRM) for further instruction on electronic records. Nonrecord material, both paper and electronic, should be disposed of when it has served its intended purpose.

- (a) Record and nonrecord material. To determine whether data created on a computer is record or nonrecord, consider the following:
 - 1. Is the type of data identified in the Records Guide listed as record material?
 - 2. If so, which media is the record? If a paper printout is filed for future reference and there is no reason to keep the tape or disk, then the paper is the record, and the electronic media may be destroyed. But if it is not possible or practical to make a printout, then the tape or disk is the record. This is often the case if there would be an almost infinite number of reports that could be generated from the data. You must decide which media is the record when the data or document is first created, because if the electronic media is the record, you may be destroying a record when you update. If it is important to be able to see what was on the tape on a particular date, you will have to copy it periodically and store the copies as records. To do this, establish periodic timeframes (monthly, quarterly, annually) for creating an entirely new file and storing the old file to ensure an audit trail of past data.
 - 3. If the type of data identified is not listed in the Records Guide, most likely it is not record material. However, even if the type of data is

408.31(c)

not listed in the Records Guide, check with your records management officer (or the Records Management Branch, MSD) if you believe the data will be needed in the future to document some decisions, policies, activities, or other important information about the agency. The Records Guide can always be updated to include new categories of records.

(b) Labeling. All electronic records must have both internal and external labels.

1. Internal labels are the "file names" or "job names" used to call up the record on a disk or tape. Most system software limits the number of characters that such labels may contain and prohibits certain characters. Usually, these may not contain spaces. The personal computer software systems limit internal labels to a maximum of 10 characters. Whenever possible, internal labels should indicate the file code and, if applicable, a clue to the appropriate retention of the record. Because these labels cannot be long enough to adequately describe the record, you will also need on each disk, tape, or software program an index of all "file names" on that disk, tape, or system. The system software should explain how to locate the index. The index should list each record label with an expanded explanation of the material it contains, which may include the full file code, subject, author, date last updated, inclusive dates, and disposition. Most importantly, internal labels must be readily understandable and standardized within an office, since it should not be assumed that they will be used by the person(s) who created them. Labels such as personal names should be avoided since they provide no information about the document. Exhibit 408.67 illustrates internal and external labels.
2. External labels are the paper labels applied to the diskette jacket or tape case. External labels should include the file code, office of primary interest, a brief description of the record, disposition date, date created or last revised, an identification of the equipment on needed to retrieve or identify the record. If needed, it may also include the internal label, which will locate the index of all internal labels on the disk or tape, the recording density (number of bits or characters recorded per inch (bpi or cpi), character code, software dependency, record length, and security classification. Like internal labels, external labels must provide sufficient information to make the data usable to someone other than the creator; therefore, personal names should be avoided and labels should be as specific as possible.

(c) Indexes of electronic records. If an office has a great many tapes or diskettes of record material, an index of diskettes should be compiled to aid retrievability. Such diskette indexes should be printed out to ensure easy access to them.

408.31(d)

- (d) E-Mail. Although the e-mail system is intended for information communications, some e-mail messages may be records because they document decisions or provide background information on policies or actions taken. The e-mail format has no bearing on whether or not the message is a record; rather, that determination will depend on the content and use of the message, which should be evaluated by the same criteria as other documents that are created or received in an office. The creator of the message decides whether it is a record in the originating office; the recipient must also decide if the message is a record in the receiving office. E-mail messages are automatically deleted after a short period, so you must print a copy or download to an electronic file if you need to retain the information.
- (e) Freedom of Information Act. Most NRCS records can be provided to anyone who requests them under the Freedom of Information Act, but there are exceptions. For details, see 120-408, Subpart C, and National Instruction 120-310.
- (f) Privacy Act. Basically, the Privacy Act of 1974 requires that if an agency collects information on individuals, including employees, it must have an approved system of records, must inform individuals of how the information is to be used and by whom, and must give individuals an opportunity to correct the data if necessary. Unauthorized disclosure of personal information is a violation of the Act. For each system of records developed by NRCS, an announcement is made in the Federal Register of the routine uses of that information. Any departures from those routine uses should be referred to your State Administrative Officer or to the Administrative Services Division, NHQ. See also National Instruction 120-310.
- (g) Public use reports. If an information system requires soliciting and collecting information that calls for answers to identical questions from 10 or more members of the public, OMB (Office of Management and Budget) approval is required regardless of whether the information is collected in a paper form or in an electronic system. See 120-403.41. The Department is not authorized to approve the collection of information from or to impose recordkeeping requirements on the public.
- (h) Destruction of electronic records. As with paper records, electronic records can only be destroyed according to the Records Guide or the General Records Schedule (GRS). To protect against unauthorized access to record information which has been approved for destruction, you must erase or completely overwrite the data, rather than merely deleting it, since some systems can restore deleted data.
- (i) Safeguards for classified records. If the records to be maintained in the system have a security classification, adequate safeguards must be included in the system design to prevent unauthorized access.
- (j) Permanent electronic records. Permanent records which are to be offered to the National Archives and Records Administration and which are stored on disks or diskettes must be converted to magnetic tape, 3480 class tape cartridges, converted to paper, or microform. If electronic records are to be offered to NARA, contact the MSD, Records Management staff, NHQ, for assistance.

Subpart B - Files Maintenance

408.31(m)

- (k) Transferring electronic records. To transfer electronic records to a records center, arrange with the records center to provide appropriate storage (air conditioning, humidity control, etc.). NARA and the Federal Records Centers will not accept disks/diskettes for transfer. Do NOT transfer diskettes.
- (l) Maintenance. Electronic records must be easily retrievable until their authorized disposition date. When automated systems are upgraded or replaced, you must take action to ensure that records continue to be usable until their authorized disposition date.
- (m) Standards. The National Bureau of Standards (NBS) has issued publications that are relevant to records creation, storage, and transmission using electronic equipment. Also see 36 CFR 1234.20 for standards for the creation, preservation, and disposition of electronic records.

Part 408 - Records

SUBPART D - EXHIBITS

§408.60 Instructions - NRCS Records Guide.

408.60(d)

- (a) These instructions provide a ready reference for employees who create, prepare, maintain, or dispose of official records. More detailed information is contained in subparts A and B. Disposition authorities used in this guide are taken from the NRCS Comprehensive Records Schedule (NRCS/CRS) approved as Job No. NC1-14-78-2 by the Archivist of the United States on June 5, 1979; the supplement to that schedule approved as Job No. NC1-114-83-1 on December 17, 1982; and from the General Records Schedules (GRS) published by the National Archives and Records Administration (NARA).
- (b) Codes such as NRCS/CRS-38 or GRS-6/3a identify the authority for each disposition statement. Cite these codes under "Disposal Authority," column 6(h), on SF-135. In the code NRCS/CRS-38, the number 38 identifies the item number of the NRCS/CRS that describes the related records. In the code GRS-6/3a, the numbers 6/3a refer to item 3a of General Records Schedule number 6.
- (c) The disposition authority or statement is followed by a single letter code or series of letter codes such as N, R, S, A, F. Each letter code identifies an NRCS organizational level, as follows:
- N - National Headquarters and offices under direct supervision of this office;
 - R - Regional Offices;
 - S - State offices, including Plant Material Centers under direct supervision of State office;
 - A - Area offices; and
 - F - Field offices, including offices such as project offices, soil survey parties, etc.
- (d) Disposition for records, shown as "Submit SF-115, Request for Records Disposition Authority," simply means there is no approved authority to dispose of these records at this time. DO NOT prepare and forward Form SF-115 unless specifically requested to do so by National Headquarters. Follow the instructions given in 120-408.5(d).

Part 408. — Records

408.61 Primary subjects, title numbers, and symbols.

Primary Subject	Title Number	Symbol
Management	110	ADM
Administrative Services	120	ADS
Agency General	130	AGN
Strategic Planning and Policy Analysis	140	SPA
Basin and Area Planning	150	BAP
Budget Planning and Analysis	160	BDG
Cartography and Geographic Information Systems	170	CGI
Conservation Planning and Application	180	CPA
Ecological Sciences	190	ECS
Economics	200	ECN
Engineering	210	ENG
Environmental Coordination	220	EVC
Equal Opportunity	230	EOP
Financial Management	250	FNM
Public Information	260	INF
Information Resources Management	270	IRM
International Conservation	280	INC
Resources Inventory	290	INV
Land Treatment Programs	300	LTP
Land Use	310	LNU
Legislative Affairs	320	LEG
Operations Management	330	MGT
Strategic Planning and Accountability	340	SPA
Personnel	360	PER
Project Development and Maintenance	390	PDM
Public Participation Coordination	400	PPC
Rural Development	410	RDV
Social Sciences	420	SSC
Soil Survey	430	SOI
Programs	440	PGM
Science and Technology	450	TCH
Water Quality Project Implementation	460	WQP

Subpart D - Exhibits

§408.62 Numerical list of file codes and related file subjects.

(a) Recurring subjects.

FILE CODE	SUBJECT
XXX-0	GENERAL CORRESPONDENCE
XXX-1	CHIEF'S CORRESPONDENCE
XXX-2	AUTHORIZATIONS, DELEGATIONS
XXX-3	COMMITTEES, MEETINGS, CONFERENCES, TASK FORCES, PANELS
XXX-4	EVALUATIONS, APPRAISALS
XXX-5	CASE FILES
XXX-6	OUTSIDE RELATIONS, INTERAGENCY
XXX-7	REPORTS
XXX-8	DIRECTIVES
XXX-9	RESEARCH

(b) Primary, secondary, tertiary, and quaternary subjects

110	MANAGEMENT
120	ADMINISTRATIVE SERVICES
120-11	Acquisition
120-11-11	Procurement
120-11-11-11	Bids and Proposals
120-11-11-12	Bidder Mailing Lists
120-11-11-13	Contracts
120-11-11-14	Purchases
120-11-12	Reproduction and Duplication
120-11-13	Requisitions
120-11-14	Job Orders, Work Orders, Delivery Orders
120-11-15	Supply Management

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120-12	Federal Assistance Agreements
120-12-11	Cooperative Agreements
120-12-11-11	Operation and Maintenance (O&M)
120-12-11-12	Real Property (Landrights) Interest
120-12-11-13	Relocation Assistance
120-12-11-14	Project
120-12-12	Grant Agreements
120-13	Working Agreements
120-14	Communications
120-14-11	Correspondence
120-14-12	Mail
120-15	Directives Management
120-16	Energy Conservation
120-17	Forms Management
120-18	Patents
120-19	Personal Property
120-19-11	Accidents
120-19-12	Property Management
120-19-12-11	Accountability
120-19-12-12	Disposal
120-19-12-13	Utilization
120-19-13	Vehicle Management
120-20	Real Property
120-21	Records Management
120-21-11	Freedom of Information
120-21-12	Privacy Act
120-22	Reports Management

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120-23	Transportation
130	AGENCY GENERAL
130-11	Crisis Preparedness
130-11-11	Alternate Headquarters
130-11-12	Successions of Command
130-12	Essential Records
130-13	Physical Protection
140	STRATEGIC PLANNING AND POLICY ANALYSIS
140-11	Appraisal
140-11-11	Current Conditions
140-11-12	Past Trends
140-12	Analysis
140-13	Program Development
140-13-11	Objectives
140-13-12	Alternatives
140-13-13	Program Effectiveness
140-13-14	State Programs
140-14	Evaluation and Analysis
140-15	Impact
140-16	Data Collection
140-17	Evaluation Criteria
140-18	Performance Indicators
140-19	Projections
150	BASIN AND AREA PLANNING
150-11	Colorado River Basin
150-12	Flood Plain Management
150-13	Flood Insurance Studies

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150-14	River Basin Studies
150-14-11	Study Proposal
150-14-12	Assistance
150-14-13	Authorizations
150-14-14	Basic Data
150-14-14-11	Archeology
150-14-14-12	Biology
150-14-14-13	Drainage
150-14-14-14	Economics
150-14-14-15	Engineering
150-14-14-16	Geology
150-14-14-17	Hydraulics
150-14-14-18	Hydrology
150-14-14-19	Land Treatment
150-14-14-20	Maps and Photos
150-14-14-21	Sedimentation
150-14-14-22	Soil Conditions and Land Use
150-14-14-23	Valley Sections
150-14-14-24	Water Quality
150-14-15	Comments and Public Participation
150-14-16	Plan of Work
150-15	Water Policy
150-16	Interagency Coordination
150-17	American Heritage Rivers (AHR)
160	BUDGET PLANNING AND ANALYSIS
* 160-11	(Reserved) *
160-12	Budget Estimates

Subpart D - Exhibits

160-12-11	Agency Estimates
160-12-12	Department Estimates
160-12-13	OMB Documents
160-13	Congressional Budget Office
160-14	Congressional Review
160-15	Explanatory Notes
160-16	Funding Allocations
* 160-17	(Reserved) *
160-18	General Accounting Office
160-19	Office of the General Counsel
160-20	Office of Budget and Program Analysis
160-21	Office of Management and Budget
160-22	Historical
160-23	Enacted Appropriation
160-24	Office of Inspector General
170	CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS
170-11	Aerial Photography
170-12	Compilation
170-13	Digitizing
170-14	Finding Aids
170-15	Lithography
170-16	Maps and Drawings
170-17	Photogrammetry
170-18	Photo Interpretations
170-19	Requests for Services
170-20	Sensor Data
170-20-11	Electronic Sensing

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170-20-12	In-Place Sensing
180	CONSERVATION PLANNING AND APPLICATION
180-11	Districts
180-11-11	Organization
180-11-12	Operations
180-11-13	Work Plan
180-12	Technical Assistance
180-12-11	Planning
180-12-12	Application
180-12-13	Maintenance
180-12-14	Units of Government
180-12-15	Locally Led Conservation
190	ECOLOGICAL SCIENCES
190-11	Agronomy
190-11-11	Climate
190-11-12	Crops and Cropland Management
190-11-13	Critical Area Stabilization
190-11-14	Pasture and Hayland Management
190-11-15	Standards and Specifications
190-11-16	Tillage
190-12	Aquaculture
190-13	Biology
190-13-11	Field Trials
190-13-12	Fish and Fisheries
190-13-13	Standards and Specifications
190-13-14	Wetlands
190-13-14-11	Creation of Wetlands

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190-13-14-12	Pesticide Use
190-13-14-13	Wetland Restoration and Enhancement
190-13-14-14	Wetland Management
190-13-14-15	General Permit
190-13-15	Wildlife Habitat
190-13-16	Applied Ecology
190-13-17	Biodiversity
190-14	Endangered Species
190-15	Environment
190-15-11	Archeological and Historical Sites
190-15-12	Evaluations
190-15-13	Environmental Impact Statements
190-15-14	Environmental Quality
190-16	Forestry
190-16-11	Forest Land Management
190-16-12	Soil-Woodland Correlation
190-16-13	Soil-Windbreak Correlation
190-16-14	Standards and Specifications
190-16-15	Statistics, Inventory, and Cost Return
190-16-16	Windbreaks
190-17	Chemical Controls
190-18	Plant Materials
190-18-11	Needs
190-18-12	Center Operations
190-18-13	Field Plantings
190-18-14	Production and Distribution
190-18-15	Release and Certification

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190-18-16	Sources of Supply
190-19	Range
190-19-11	Ecology
190-19-12	Feed
190-19-13	Livestock
190-19-14	Practices
190-19-15	Range Sites
190-19-16	Range Condition
190-19-17	Range Production
190-19-18	Range Hydrology
190-19-19	Standards and Specifications
190-20	Reclamation
190-20-11	Reclamation Practices
190-20-12	Land Status
190-20-13	Reclamation Equipment
190-20-14	Vegetation
190-20-15	Land Capability
190-20-16	Standards and Specifications
190-21	Recreation
190-21-11	Activities and Facilities
190-21-12	Liability
190-21-13	Planning
190-21-14	Cost of Operation
190-21-15	Recreation Supplies and Equipment
190-21-16	Standards and Specifications
190-22	Soil Quality
190-22-11	Inventory and Assessment

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190-22-12	Soil Management
190-22-12-11	Decision Support Systems
190-22-12-12	Nutrient Management
190-22-12-13	Land Uses
190-22-12-14	Degradation
190-22-12-15	Restoration
190-22-12-16	Conservation Planning
190-22-12-17	Economics
190-22-12-18	Productivity
190-22-13	Carbon Sequestration
190-22-14	Water Quality
190-22-15	Soil Biology
200	ECONOMICS
200-11	Cost Return
200-12	Economic Impact Analyses
200-13	Project Analyses
200-14	Crop Budget System
200-15	Conservation Practice Cost Schedule
210	ENGINEERING
210-11	Conservation Practices
210-12	Construction
210-12-11	"As-Built" Plans
210-12-12	Computation Sheets
210-12-13	Construction Materials
210-12-14	Moisture and Density Determinations
210-12-15	Field Notebook
210-12-16	Inspector's Construction Reports

Part 408 -- Records

210-12-17	Job Diary
210-13	Design
210-13-11	Design Data
210-13-12	Geology
210-13-13	Drainage
210-13-14	Survey Data
210-13-15	Hydrology
210-13-16	Irrigation
210-13-17	Design Computations
210-13-18	Sedimentation
210-13-19	Soil Mechanics
210-13-20	Specifications
210-13-21	Standards
210-14	Drainage
210-15	Erosion Control
210-16	Geology
210-16-11	Engineering Geology
210-16-12	Ground Water Geology
210-16-13	Sedimentation
210-17	Energy
210-18	Hydrology
210-19	Irrigation
210-20	Maintenance
210-21	Grouting
210-22	Soil Mechanics
210-23	Specifications
210-24	Water Conservation and Management

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210-25	Landscape Architecture
210-26	Environmental Engineering
210-27	Surveying
210-28	Dam Safety
220	ENVIRONMENTAL COORDINATION
220-11	Environmental Justice
230	EQUAL OPPORTUNITY
230-11	Complaint System
230-12	Equal Employment Opportunity Plan
230-13	Federal Women's Program (FWP)
230-14	Hispanic Employment Program (HEP)
230-15	Civil Rights
230-15-11	Community Outreach
230-15-12	Delivery of Services
230-16	Disability Employment Program
230-17	Black Emphasis Program
230-18	Native American Employment Program
230-19	Asian American Employment Program
240	(RESERVED)
250	FINANCIAL MANAGEMENT
250-11	Accounting
250-11-11	Accounting Subsidiary Records
250-11-12	Accounting Reports
250-11-13	Consolidated Financial Statements
250-12	Budget Execution
250-12-11	Planning Budgets
250-12-12	Allowances and Guidelines

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250-12-13	Operating Budgets
250-12-14	Budget Execution Reports
250-12-15	Operating Budget Systems
250-12-16	Legislative Hearings
250-12-17	NRCS National Apportionment
250-13	Fiscal Operations
250-13-11	Certifying Officer
250-13-12	Designation of Agent
250-13-13	Administrative Claim Files
250-13-14	Imprest Fund
250-13-15	Meetings - In-Service
250-13-16	Meetings - External
250-13-17	Payments
250-13-18	Timekeeping
250-13-19	Travel
260	PUBLIC INFORMATION
260-11	Audiovisual and Visual
260-12	Broadcasting Activities
260-13	Educational Relations
260-14	History
260-15	Information Campaigns, Awards, Special Events
260-16	Manuscripts
260-17	Media Relations
260-18	Newsletters (NRCS)
260-19	News Releases
260-20	Photography
260-21	Printing and Binding

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260-22	Publications
260-23	Publications Distribution
260-24	Speeches
260-25	Earth Team Program
270	INFORMATION RESOURCES MANAGEMENT
270-11	Model Coordination
270-12	Systems Planning
270-13	Technical Reviews
270-14	Security
270-15	Equipment Technology and Office Automation
270-16	Telecommunications
270-17	Database Management
270-18	Software Development
270-19	Computer Operations and Technical Support (Equip. Oper.)
270-20	Computer Center Liaison
280	INTERNATIONAL CONSERVATION
290	RESOURCES INVENTORY
290-11	Inventory
290-11-11	Prime and Important Farmland Inventory Maps
290-11-12	Resource Studies
290-11-13	Resource Data Files
290-11-14	Trend Data
290-12	Monitoring
290-12-11	Wind Erosion
290-12-12	Snow Surveys
290-12-13	Comparative Data
300	LAND TREATMENT PROGRAM
300-11	FSA Assisted Activities

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300-12	Emergency Conservation Program (ECP)
300-13	Great Plains Conservation Program (GPCP)
300-13-11	Assistance
300-13-12	Average Costs
300-13-13	Conservation Practices
300-13-14	Cost Sharing
300-13-15	County Designations
300-13-16	County Programs
300-13-17	Violations
300-14	Rural Abandoned Mine Program (RAMP)
300-15	Special Programs
300-16	Water Bank Program (WBP)
300-17	Rural Clean Water Program (RCWP)
300-18	Forestry Incentives Program (FIP)
300-19	Environmental Quality Incentives Program (EQIP)
300-20	Wetlands Reserve Program (WRP)
300-21	Wildlife Habitat Incentives Program (WHIP)
300-22	Conservation Farm Option (CFO)
300-23	Debt Cancellation Conservation Contract
300-24	Grazing Lands Conservation Initiative (GLCI)
300-25	Farmland Protection Program (FFP)

310 LAND USE

310-11	Assistance
310-11-11	Site Evaluations
310-11-12	Land Retention
310-11-13	Coastal Zone Management
310-11-14	Land Use Education

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310-11-15	Land Evaluation and Site Assessment (LESA)
310-11-16	National Agricultural Lands Study
310-11-17	Natural Rubber Program
310-11-18	Strategic and Essential Materials
310-12	Community Planning
310-13	Taxation
310-14	Flood Plain and Wetlands Management
310-15	Land Use Planning
310-16	Land Use Policy
310-17	Regional Planning
310-18	Development Rights
320	LEGISLATIVE AFFAIRS
320-11	Federal Law
320-12	Legislative Action
320-13	Legislative Contacts
320-14	State and Local Law
330	OPERATIONS MANAGEMENT
330-11	Appraisals
330-12	Audits
330-13	(RESERVED)
330-14	Management Analyses
330-15	Management Improvement and Cost Reduction
330-16	Business Plan (Plans of Operations)
330-17	Problem Reporting
330-18	Productivity
330-19	Progress Reports
330-20	Schedules

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330-21	Summary Printouts
330-22	Time and Progress Analysis
330-23	Work Organization
340	STRATEGIC PLANNING AND ACCOUNTABILITY
350	(RESERVED)
360	PERSONNEL
360-11	Organization
360-12	Employment
360-12-11	Recruitment
360-12-12	Employment (General)
360-12-13	Temporary, Indefinite, and Excepted Employment
360-12-14	Special Employment Programs
360-12-15	Merit Promotion and Internal Placement
360-12-16	Payroll Personnel Processing
360-12-17	OPM Examining Functions
360-12-18	Volunteer Services
360-13	Classification and Position Management
360-13-11	Classification Evaluation Statements
360-13-12	Classification Audits
360-13-13	Classification Appeals
360-13-14	Position Management
360-13-15	Position Descriptions
360-14	Attendance and Leave
360-14-11	Absence and Leave
360-14-12	Hours of Duty
360-15	Pay Administration
360-16	Employee Relations

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360-16-11	Standards of Ethical Conduct
360-16-12	Investigations
360-16-13	Personnel Security Program
360-16-14	Adverse and Disciplinary Action
360-16-15	Grievance System
360-16-16	RESERVED
360-16-17	Reduction in Force
360-16-18	Labor Management Relations
360-16-19	Campaigns and Drives
360-17	Safety and Health
360-17-11	Occupational Health
360-17-12	Occupational Safety
360-18	Employee Development
360-18-11	NRCS Training
360-18-12	Outside Training
360-18-13	Administrative Trainee Program
360-18-14	Career Development
360-18-15	Executive Development
360-18-16	(SOAR) Career Enhancement
360-19	Employee Performance
360-20	Awards Program
360-21	Employee Benefits
360-21-11	Health Benefits
360-21-12	Injury Compensation
360-21-13	Life Insurance
360-21-14	Retirement
370	(RESERVED)

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380	(RESERVED)
390	PROJECT DEVELOPMENT AND MAINTENANCE
390-11	Watershed Protection (P.L. 83-566)
390-11-11	Applications
390-11-12	Assistance
390-11-13	Basic Data
390-11-13-11	Archeology - Historical
390-11-13-12	Biology
390-11-13-13	Drainage
390-11-13-14	Economics
390-11-13-15	Engineering
390-11-13-16	Environmental Evaluation
390-11-13-17	Geology
390-11-13-18	Hydraulics
390-11-13-19	Hydrology
390-11-13-20	Land Treatment
390-11-13-21	Maps and Photographs
390-11-13-22	Public Participation Comments
390-11-13-23	Sedimentation
390-11-13-24	Soil Condition and Land Use
390-11-13-25	Valley Sections
390-11-13-26	Water Quality
390-11-13-27	Work Plan or Measure Plan and EIS
390-11-13-28	A-95 Review
390-12	Flood Prevention (P.L. 78-534)
390-13	Resource Conservation and Development (RC&D)

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390-13-11	Agreements
390-13-12	Applications
390-13-13	A-95 Review
390-13-14	Assistance
390-13-15	Basic Data (Planning Party)
390-13-15-11	Climate
390-13-15-12	Drainage
390-13-15-13	Engineering
390-13-15-14	Geology
390-13-15-15	Hydrology
390-13-15-16	Mineral Resources
390-13-15-17	Soil and Land Use Data
390-13-16	Comments
390-13-17	Cost-Sharing
390-13-18	Economics
390-13-19	Fund Management
390-13-20	Maps and Photographs
390-13-21	Objectives
390-13-22	Operations
390-13-23	Area Measures
390-13-23-11	Associated Measures
390-13-23-12	Erosion Control
390-13-23-13	Flood Prevention
390-13-23-14	Irrigation
390-13-23-15	Recreation
390-13-23-16	Sedimentation
390-13-23-17	Water Supply and Management

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390-13-23-18 Wildlife
390-13-24 Area Plan
390-14 Emergency Watershed Protection
390-15 Watershed Rehabilitation

400 PUBLIC PARTICIPATION

400-11 Consumer Affairs
400-12 Public Participation Interest List
400-13 Techniques
400-14 Reviewable Record

410 RURAL DEVELOPMENT

410-11 Organization
410-12 Rural Communities
410-13 Family Farms
410-14 Native Americans

420 SOCIAL SCIENCES

430 SOIL SURVEY

430-11 Classification
430-11-11 Series Descriptions
430-11-12 Soil Taxonomy
430-12 Interpretations
430-12-11 Agronomic
430-12-12 Biology
430-12-13 Engineering
430-12-14 Land Capability
430-12-15 Range
430-12-16 Woodland
430-12-17 Recreation

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430-13	Investigations
430-13-11	Specific Investigation Case File
430-13-11-11	Check Data
430-13-11-12	Primary data
430-13-12	Benchmark Soils
430-14	Operations
430-14-11	Field Reviews
430-14-12	Progress Maps
430-14-13	Field Sheets
430-14-14	Manuscript
430-15	Soil correlation
430-16	Techniques
430-17	Resource Areas
430-18	General Soils Maps
430-19	World Soil Resources
440	PROGRAMS
450	SCIENCE AND TECHNOLOGY
450-11	Technical Guides
450-12	Metric Conversion
460	WATER QUALITY PROJECT IMPLEMENTATION

Part 408 - Records

§408.63 NRCS Records Guide.

A. Recurring subjects.

FILE CODE	FILE SUBJECT, DESCRIPTION, AND DISPOSITION
XXX-0 GENERAL CORRESPONDENCE	<p>Routine correspondence, reports, forms, and other general material relating to any single primary, secondary, or tertiary subject. Correspondence relating to a specific project, practice, activity, or function is normally filed with related record material.</p> <p><u>Disposition: NRCS/CRS-1 and 2.</u> N, R, S, A, F - Destroy when 3 years old.</p>
XXX-1 CHIEF'S CORRESPONDENCE	<p>Correspondence received and initiated by or in the name of the Chief. Includes White House, Congressional, and Secretarial correspondence with background material attached relating to the overall programs of NRCS. This recurring subject is to be used only by units of National Headquarters. Material of this nature that may occur in other offices is to be forwarded to the Director, Management Services Division (MSD), in FY blocks for filing and disposition.</p> <p>Does not include directives, retirement letters, or letters of a general nature that may be signed by or for the Chief.</p> <p><u>Disposition: NRCS/CRS-10.</u> N - Permanent. File correspondence chronologically and close files annually. Transfer files to Administrative Services Division when 3 years old. Offer to NARA when 10 years old.</p>
XXX-2 AUTHORIZATIONS, DELEGATIONS	<p>Authorizations or delegations of authority other than those established by directive. Includes special assignments of responsibility, orders, confirmations, etc.</p> <p><u>Disposition: NRCS/CRS-3.</u> N, R, S, A, F - Destroy when superseded, rescinded, or canceled.</p>
XXX-3 COMMITTEES, MEETINGS, CONFERENCES, TASK FORCES, PANELS	<p>Records such as agenda, minutes, and accomplishments pertaining to the establishment, organization, membership, and policies of interagency, advisory, international, and internal groups.</p> <p><u>Disposition: NRCS/CRS-5.</u></p> <p>(a) Interagency, advisory, or international in scope, except as described in (c).</p> <ol style="list-style-type: none"> 1. N - Permanent. Offer agenda, minutes, or reports that document accomplishments to NARA when 10 years old. Transfer records relative to establishment, organization, membership, and policy to FARC when 15 years old. 2. R, S, A, F - Destroy agenda, minutes, reports, etc., when 3 years old or no longer needed for reference. Destroy remaining material when 5 years old.

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	<p>(b) Internal in scope.</p> <p>N, R, S, A, F - Destroy agenda, minutes, reports, etc., when 3 years old or no longer needed for reference. Destroy remaining material 2 years after termination of committee, task force, or panel; or date of meeting or conference.</p>
<p>XXX-4 EVALUATIONS, APPRAISALS</p>	<p>Functional appraisals, "5%" spot-checks or similar compliance reviews, evaluations performed by NRCS or acquired from outside NRCS for such purposes as determining effectiveness of program management and administration or for determining the effect of actions planned, previously taken, or under way. Does not include general correspondence, guidelines, procedures, etc., for performing individual program or operation appraisals described under 330-11. File reports of functional appraisal, quality review, "5%" spot-checks, or similar reviews, conducted at any organizational level as a recurring subject with the applicable function or activity records.</p> <p><u>Disposition: NRCS/CRS-131 or 140.</u></p> <p>(a) Evaluation of NRCS involvement in present or future programs; including implementations, appraisals, status reports, etc. (NRCS/CRS-140)</p> <p>N - Transfer to FARC when 5 years old. Destroy when 10 years old.</p> <p>(b) Appraisals made in all programs at all levels of NRCS by: NRCS, USDA, OPM, GAO, OIG etc. (NRCS/CRS-131)</p> <ol style="list-style-type: none"> 1. N - Destroy 2 years after superseded or when 5 years old, whichever is sooner. 2. R, S, A, F - Destroy when superseded or when 5 years old, whichever is sooner.
<p>XXX-5 CASE FILES</p>	<p>The number "5" is added to the specific file code number to indicate that records in the folder are a case file. Case files may be established as needed for any specific project, function, activity, event, etc., in any recurring, primary, secondary, tertiary, or quaternary subject.</p> <p><u>Disposition:</u></p> <p>N, R, S, A, F - Dispose of case files in accordance with scheduled disposal of the material in the case file.</p>
<p>XXX-6 OUTSIDE RELATIONS, INTERAGENCY</p>	<p>Records pertaining to the relationships between outside interests and NRCS. May include material pertaining to specific aspects of NRCS program planning and policy formulation. Included are other Federal agencies, States, counties, schools, colleges individuals, clubs, societies, etc.</p> <p><u>Disposition: NRCS/CRS-8.</u></p> <p>(a) Private sector - Material pertaining to individuals; private, commercial, or industrial firms; civic or cultural groups; cooperatives, etc. Includes complaints, suggestions, commendations, and replies.</p>

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	<ol style="list-style-type: none"> 1. N - Destroy when 5 years old or no longer needed for reference, whichever is sooner. 2. R, S, A, F - Destroy when 3 years old or when no longer needed for reference, whichever is sooner. <p>(b) Public Sector - Material pertaining to Congress; Federal, State, and local agencies, schools, etc.</p> <ol style="list-style-type: none"> 1. N - Transfer to FARC when 5 years old. Destroy when 10 years old. 2. R, S, A, F - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.
XXX-7 REPORTS	<p>Recorded information, regardless of media, made or received by NRCS that pertains to program objectives. Does not include reports for which disposition is specified elsewhere in this guide.</p> <p><u>Disposition: NRCS/CRS-9.</u></p> <p>(a) Administrative reports such as trip, comparative, statistical, monthly narrative, etc.</p> <p>N, R, S, A, F - Destroy when 4 years old or when no longer needed for reference.</p> <p>(b) Routine reports such as nonrecurring, internal, operational, technical, activities, etc.</p> <ol style="list-style-type: none"> 1. N - Transfer to FARC when 5 years old. Destroy when 15 years old. 2. R, S, A, F - Destroy when 4 years old.
XXX-8 DIRECTIVES	<p>Includes supporting and background material used in the development of directives draft copies, comments used or considered in preparing the final copy, and clearance forms. Also includes supporting or background material used in developing notices, proposed or final rules, etc., that are published in the Federal Register, along with a copy of the material being published.</p> <p>Case files may be established to arrange material by title code or CFR part, nature of material, or other method which will facilitate retrieval. File such material with the related program or functional records by using this recurring subject, or establish case files under file code 120-15. Action, working, or reference copies of directives may be retained in this file when coded to the appropriate subject.</p> <p>The MSD staff will file by case and in numerical order by primary title and directive type a record copy (so marked) of all directives issued by National Headquarters, along with the clearance form. Units of National Headquarters that issue directives (prepare drafts, obtain clearances, etc.) are to retain all background and supporting material. A record copy of directives issued by each Region or State is to be retained in a single location in the issuing office until the directive is canceled.</p>

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	<p><u>Disposition: NRCS/CRS-6 or 112.</u></p> <p>(a) Record copies of NRCS directives issued by National Headquarters, including supporting and background material and clearance forms.</p> <ol style="list-style-type: none"> 1. All directives except bulletins. N - Permanent. Offer to NARA in 5-year blocks 10 years after revision or cancellation. Transfer supporting and background material to FARC when 5 years old. Destroy when 15 years old. 2. Bulletins, including supporting and background material. N - Destroy 1 year after close of FY in which issued. <p>(b) NRCS directives issued below the national level, including clearance forms and background material. R, S, A, F - Destroy when canceled.</p> <p>(c) Directives issued by others that affect NRCS operations. N, R, S, A, F - Destroy when obsolete or superseded.</p> <p>(d) Material relating to notices, proposed rules, etc. N, R, S - Destroy when 2 years old.</p> <p>(e) Material relating to final rules. N - Transfer to FARC when 5 years old. Destroy when 25 years old (NRCS/CRS-112(b)).</p> <p>(f) Federal Register Publications. N, R, S, A, F - Destroy at frequent intervals (daily, weekly, etc.) after extracting (or copying) pages of interest to NRCS. Destroy extracts made locally or those received from others that relate to no specific project or activity when 3 months old. Destroy extracts relating to a specific project or activity when 2 years old, unless it is part of a case file.</p>
<p>XXX-9 RESEARCH</p>	<p>Correspondence, reports, and other material containing technical and scientific research data used in NRCS program development, planning, and operation. Includes records of research needs identified by NRCS, reports of coordination with research activities of other agencies, and related materials.</p> <p><u>Disposition: NRCS/CRS-4.</u></p> <ol style="list-style-type: none"> 1. N - Transfer to FARC when 5 years old. Destroy when 20 years old. 2. R, S, A, F - Destroy when 5 years old or no longer needed for administrative use.

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110 MANAGEMENT	<p>General material that relates to the overall direction of administrative services, financial management, personnel, information resources management, equal opportunity, A-76, commercial activities, and productivity improvement functions. Includes records relating to Food and Agricultural Council (FAC), previously State Administrative Committee (SAC), activities.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the subjects listed under any of the primary subjects named above.</p> <p><u>Disposition: NRCS/CRS-5.</u> General Correspondence relating to FAC activities, as described in departmental directives and minutes of FAC meetings.</p> <ol style="list-style-type: none"> Record copy in custody of the chairperson. S - Retain for 1 year after the end of the preceding fiscal year. Copies of above material. N, R, S, A, F - Destroy when no longer needed for reference.
120 ADMINISTRATIVE SERVICES	<p>Material pertaining to agreements, communications, procurement, property, and records; as described by the following file subjects.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following subjects.</p>
120-11 ACQUISITION	<p>Materials relating to personal property or nonpersonal services obtained from all sources, regardless of whether obtained by contract, rental, lease, barter, manufacture, or purchase. Includes all registers, logs, or other media used to assign and record control numbers or to identify projects, activities, or sponsors. The record copy of each contract, requisition, purchase order, lease, or other acquisition document is the copy maintained in the Region or State office or unit of the National Headquarters responsible for all administrative steps required to accomplish the acquisition and make final payment.</p> <p align="center"><i>NOTE: The record copy of any acquisition document must be retained until any related claims are satisfied.</i></p> <p><u>Disposition: GRS 3/2.</u> N, R, S, A, F - Correspondence and subject files relating to routine operations and activities in the administration of the procurement program which are not elsewhere described. Destroy when 2 years old.</p>

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120-11-11 PROCUREMENT	<p>Records relating to actions to obtain personal property (materials, supplies) or non-personal services (including construction) from non-Federal sources. Includes the documents used to effect the action and related supporting material.</p> <p><u>Disposition: GRS - 3/2</u> N, R, S, A, F - Destroy when 2 years old.</p>
120-11-11-11 BIDS AND PROPOSALS	<p>General material pertaining to such items as Invitation for Bid (IFB), Request for Quotations (RFQ), or Request for Proposals (RFP) requirements; unsolicited proposals; bid handling; abstract preparation; etc. Case file rejected bids, quotations, or proposals and reference to resultant procurement file.</p> <p><u>Disposition: GRS - 3/5(2)(a)</u> (a) Successful bids and proposals. N, R, S, A, F - File with the contract and destroy with related contract case files.</p> <p><u>Disposition: GRS - 3/5(b)(1)</u> (b) Unsuccessful bids (solicited and unsolicited). N, R, S, A, F - File separate from contract file and destroy 1 year after date of award or on date of final payment, whichever is later.</p>
120-11-11-12 BIDDER MAILING LISTS	<p>Lists of known vendors and Forms SF-254 and 255. Case file by list purpose, vendor capability, program, etc., if desired.</p> <p><u>Disposition: GRS - 3/5(d)</u> N, R, S, A, F - Destroy when superseded or obsolete.</p>
120-11-11-13 CONTRACTS	<p>General material relating to preparing and issuing a specific IFB, RFQ, or RFP and awarding and administering contracts. Case file individual contracts and arrange by program, activity, or region. See the appropriate handbook or manual (PL-566, RC&D, GPCP, RAMP, RCWP, etc.) or the National Contracts, Grants, and Cooperative Agreements Manual for material to be included, and the arrangement of material in a file folder. If contracts are maintained apart from this file, cross-reference this file location.</p> <p><u>Disposition:</u> (a) Procurement office copy of each contract (see (d) for payrolls), purchase order, requisition, lease, or other purchase arrangement; including accepted or rejected bids, proposals, etc., and all other required supporting documents (NRCS/CRS-114).</p> <p>1. Material for transactions more than \$25,000; and all construction contracts exceeding \$2,000. N, R, S - Transfer to FARC 2 years after final payment. Destroy 6 years and 3 months after final payment (GRS-3/3 (a)(1)). Destroy file of unsuccessful bids or proposals at time of final payment.</p>

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	<p>2. Material for transactions of \$25,000 or less; and construction contracts under \$2,000.</p> <p>N, R, S - Destroy 3 years after final payment. Destroy file of unsuccessful bids, quotations, or proposals at time of final payment.</p> <p>(b) Information copy of above procurement documents used for accounts purposes.</p> <p>N, R, S - Destroy when funds are obligated (NRCS/GRS-3/3(b)).</p> <p>(c) Other copies of records described above (NRCS/GRS-3/3©).</p> <p>N, R, S, A, F - Forward Government representative and Regional copies of completed contracts to the procurement office within 90 days for consolidation with their file. Destroy copies used by component elements of the procurement office for administrative purposes when procurement is completed or terminated. Destroy other copies of contracts and other acquisition documents 1 year after completion of the contract; receipt of services or property; or expiration of lease, etc.</p> <p><i>NOTE: See 180-12-11 (a) regarding survey notes, drawings, field sheets, etc., which may have future value.</i></p> <p>(d) Contractor's Payrolls.</p> <p>N, R, S, A, F - Destroy 3 years after contract completion (GRS-3/11).</p>
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120-11-11-14 PURCHASES

Material pertaining to preparing, routing, and filling of requests for supplies, equipment, or services from non-Federal sources by methods other than contract. These transactions may result from an IFB, RFQ, PCMS, RFP; from information price inquiry; or from a "reasonable price" determination. The purchase documents (AD-633, AD-838, etc.) and any required supporting material (request or requisition, e.g., AD-700, price inquiries, or reasonable price determination, etc.) are to be case filed and arranged so that:

1. Purchase documents of a single type that are assigned control numbers from a single register are filed together in numerical order;
2. Mixed purchase documents that are assigned control numbers from a single register are filed together in numerical order; and
3. Purchase documents that are not assigned a control number are filed together.

NOTE: If procurement documents are filed separate from the remainder of the file, cross-reference accordingly.

Disposition:

- (a) Procurement office copy of each contract (see ((d)) for payrolls), purchase order, requisition, lease, or other purchase arrangement; including accepted or rejected bids, proposals, etc., and all other required supporting documents (NRCS/CRS-114).
 1. Material for transactions more than \$25,000; and construction contracts over \$2,000.
N, R, S - Transfer to FARC 2 years after final payment. Destroy 6 years and 3 months after final payment (GRS-3/4 (a) (1)). Destroy file of unsuccessful bids or proposals at time of final payment.
 2. Material for transactions of \$25,000 or less; and construction contracts under \$2,000.
N, R, S - Destroy 3 years after final payment. Destroy file of unsuccessful bids or proposals at time of final payment.
- (b) Information copy of above procurement documents used for accounts purposes.
N, R, S - Destroy when funds are obligated (GRS-3/3 (b)).
- (c) Other copies of records described above (GRS-3/3 (c)).
N, R, S, A, F - Forward Government representative and Regional copies of completed contracts to the procurement office within 90 days for consolidation with their file. Destroy copies used by component elements of the procurement office for administrative purposes when procurement is completed or terminated. Destroy other copies of contracts and other acquisition documents 1 year after completion of the contract; receipt of services or property; or expiration of lease, etc.
- (d) Contractor's Payrolls.
N, R, S, A, F - Destroy 3 years after contract completion.

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120-11-12 REPRODUCTION AND DUPLICATION	<p>General material relating to procedures, limitations, etc., for obtaining printing and reproduction services from all sources, including in-house reproduction requisitions.</p> <p><u><i>Disposition: GRS-3/23</i></u> N, R, S, A, F - Destroy when 2 years old.</p>
120-11-13 REQUISITIONS	<p>Material pertaining to preparing, routing, and filling requests for personal property (materials, supplies, and equipment) from Federal sources. Normally these transactions relate to use of GSA stores or stocks, Central Supply, Federal Prison Industries, or other Federal sources to obtain a product.</p> <p><u><i>Disposition: GRS-3/2</i></u> N, R, S, A, F - Destroy when 2 years old.</p>
120-11-14 JOB ORDERS, WORK ORDERS, DELIVERY ORDERS	<p>Material pertaining to preparing, routing, and filling requests for services obtained from Federal sources. Includes such services as "Printing and Binding Requisition", (SF-1), utility installations or repairs, refurbishing of space, etc. Does not include cartographic services or materials described under 170-19.</p> <p><u><i>Disposition: GRS-3 (6)</i></u> N, R, S, A, F - Destroy when 3 years old.</p>
120-11-15 SUPPLY MANAGEMENT	<p>Material pertaining to the acquisition and use of supplies, equipment, and services. Includes inventory management, storage and distribution, catalogs, price lists, Federal Supply Schedules, and other materials used to locate vendors, supplies, etc., in filling requisitions. Bulky items may be filed separately from this file for convenience of the user. Cross-reference accordingly.</p> <p><u><i>Disposition: GRS-3/4</i></u></p> <p>(a) Federal Supply Schedules, catalogs, and price lists. N, R, S, A, F - Destroy when superseded.</p> <p>(b) All other remaining material. N, R, S, A, F - Destroy when 2 years old.</p>
120-12 FEDERAL ASSISTANCE AGREEMENTS	<p>Correspondence and related material pertaining to agreements that document a relationship between the Federal Government and a unit of State or local government, or a private individual, primarily for the purpose of transferring something of value to support or stimulate an activity. Included are agreements related to Federal assistance and those providing technical assistance to non-Federal parties on a reimbursable or cost-share basis, as described under the following tertiary subjects. These agreements are distinct from those described under 120-13 in that the latter have a primary purpose of cooperation, assistance, or mutual benefit, not the transfer of funds or resources, even though they may provide for some funding arrangements.</p> <p>The record copy of each agreement is to be filed under this file code, as appropriate, except as noted below. Working copies of these agreements may be maintained with related program records (referenced to this location) when determined necessary for the program or for administrative purposes. Establish case files as needed.</p> <p>Correspondence, subject files, and other records relating to establishment of a grant or agreement program; including policy and procedure for the management and</p>

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	<p>evaluation of grants and agreements and routine operations in administration of the program (NRCS/CRS-115d).</p> <p><u>Disposition: NRCS/CRS-115d</u></p> <ol style="list-style-type: none"> 1. N - Destroy material relating to routine operations when 2 years old. Transfer remaining material to FARC 2 years after cancellation of the program. Destroy 10 years after program cancellation. 2. R, S, A, F - Destroy material relating to routine operations when 2 years old. <p><u>EXCEPTION:</u> <i>The following agreements are to be filed as described below.</i></p> <ol style="list-style-type: none"> (a) File agreements for construction, cost-share land rights or relocation, or professional services, etc., in the resulting contract or similar folder with documentation relating to execution of the agreement. (b) File farmer-district agreements with the pertinent resource or conservation plan. (c) File land treatments (LTA's) as described under 300-11. (d) File basic and supplemental memorandums of understanding with soil conservation district under 180-11. (e) File agreements pertaining to space and related services (heat, lights, water, etc.) under 120-20.
<p>120-12-11 COOPERATIVE AGREEMENTS</p>	<p>General correspondence and related material pertaining to agreements that provide mutual benefit to each party; each party contributes money, services, property, or something of value, and each party participates in the undertaking. These may relate to such activities as construction, vegetation, engineering services, soil surveys, stream gaging, O&M, land-rights, information technology services, etc. Includes agreements between Federal agencies (Form AD-672) under Section 601 of the Economy Act.</p> <p>Agreements may be filed here, or they may be case filed by site, project, program, activity, etc., or all agreements for any single purpose may be filed according to the following subjects. Instructions for assembling agreement case files are provided in the appropriate program manual or handbook.</p> <p><u>Disposition:</u></p> <ol style="list-style-type: none"> (a) Agreements which involve expenditure of Federal funds. <ol style="list-style-type: none"> 1. Material for transactions more than \$25,000; and construction contracts over \$2,000. N, R, S - Transfer to FARC 2 years after final payment. Destroy 6 years and 3 months after final payment (GRS-3/3(a)(1)). Destroy file of unsuccessful bids or proposals at time of final payment. 2. Material for transactions of \$25,000 or less; and construction contracts under \$2,000. N, R, S - Destroy 3 years after final payment. Destroy file of unsuccessful bids or proposals at time of final payment.

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	<p>(b) Other agreements.</p> <p>N, R, S, A, F - CRS 110(b). Destroy 3 years after termination or end of effective period.</p>
120-12-11-11 OPERATION AND MAINTENANCE (O&M)	<p>General correspondence and records pertaining to operation and maintenance of works of improvement associated with Watershed Protection (PL-566), Flood Prevention (PL-534), Resource Conservation and Development (RC&D), and similar programs.</p> <p>Includes O&M agreements and O&M inspection reports. Inspection reports have the same disposition as the related agreement. They may be filed separately if referenced to this file location. Field office will maintain official (record copy) unless designated by the State.</p> <p><u>Disposition: NRCS CRS/110(b).</u></p> <p>N, R, S, A, F - Destroy 3 years after termination or end of effective period.</p>
120-12-11-12 REAL PROPERTY (LANDRIGHTS) INTEREST	<p>General correspondence, agreements, Forms NRCS-ADS-78 or equivalent, records pertaining to real property rights and interests in general (with or without cost-sharing), water rights, and construction or other permits. Includes landrights work maps and copies of landrights instruments. Before transfer to FARC or making other scheduled disposition of these records, remove work map, and NRCS-ADS-78 or equivalent and attorney's opinion and file these with the related O&M agreement. Destroy tracings or drawings used to prepare work maps and copies of landrights instruments, water rights, and permits at this time.</p> <p><u>Disposition: Same as 120-12-11.</u></p>
120-12-11-13 RELOCATION ASSISTANCE	<p>General correspondence, agreements, and records pertaining to assistance to sponsors under authority of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970.</p> <p><u>Disposition: See 120-12-11</u></p>
120-12-11-14 PROJECT	<p>General correspondence and records pertaining to project agreements for construction, materials, or services. Includes Federal and local construction, division of work, force account, performance of work, average cost, etc.</p> <p><u>Disposition: See 120-12-11.</u></p>
120-12-12 GRANT AGREEMENTS	<p>General correspondence and related material pertaining to agreements that transfer funds to a sponsor and require no NRCS follow-up action. Case file as necessary.</p> <p><u>Disposition: GRS-3/3 and NRCS/CRS-115a, b, c, & (d)</u></p> <p>(a) Correspondence and other material pertaining to grants and/or grant applications. Includes contracts and related materials, project reports, studies, certificates, and other records relating to receipt, review, status, allocation of funds, etc., or accepted or approved grants (NRCS/CRS-115a, b).</p> <p>1. N, R, S - Destroy rejected grant application 5 years after rejection. Transfer other material to FARC 3 years after final payment or cancellation of accepted grants. Destroy 6 years and 3 months</p>

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	<p>after final payment or cancellation.</p> <p>2. A, F - Transfer all grant documents to State office 90 days after final payment, cancellation, or rejection.</p> <p>(b) Indexes, registers, logs, or other records relating to assignment of control numbers to identify projects, applications, and grants (NRCS/CRS-115c).</p> <p>N, R, S - Destroy when superseded or obsolete.</p>
120-13 WORKING AGREEMENTS	<p>Correspondence and related material pertaining to agreements having a primary purpose other than the transfer of funds of other resources; however, the relationships established with Federal or non-Federal parties may include the exchange of resources. These agreements may be further described as follows:</p> <ul style="list-style-type: none"> • Memorandum of understanding; • Joint agreements; • Contribution agreements; • Agreements for services; • Interagency agreements. <p>Establish agreement case files as needed to accommodate those not to be otherwise filed in accordance with the exception under 120-12.</p> <p><u>Disposition: NRCS/CRS 110a & b</u></p> <p>1. Interagency agreements established at the national level pertaining to program agreements or other agreements not otherwise case filed.</p> <p>N - Permanent. Transfer to FARC 3 years after revision or termination. Offer to NARA when 10 years old. (NRCS/CRS-100a).</p> <p>2. Correspondence and other material and documents pertaining to agreements or memorandums of understanding established below national level or those agreements related to housekeeping functions.</p> <p>N, R, S, A, F - Destroy 3 years after termination or end of effective period (NRCS/CRS-110b). State office maintains record copy, and other copies may be destroyed when no longer needed.</p>
120-14 COMMUNICATIONS	<p>Material relating to the management of correspondence, mail, telephone directories, and related services. See 270-16 for other types of telecommunication.</p> <p><u>Disposition: NRCS/CRS-111.</u></p> <p>N, R, S, A, F - Destroy correspondence and related material not part of case file when 2 years old. Destroy case files 2 years after case is closed, authority rescinded, or when obsolete or superseded. Destroy directories and mailing lists when obsolete or superseded.</p>
120-14-11 CORRESPONDENCE	<p>Material pertaining to preparing, processing, routing, surveying, etc., of correspondence.</p> <p><u>Disposition: See 120-14.</u></p>

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120-14-12 MAIL	<p>Postal laws, ZIP codes, rate and postal services, mail surveys or studies, direct accountability reports, etc. Includes mailing lists for automation and address changes and PS-3601-A, 3602-A, 3603, 3533, 3602-G, and ADS-004A.</p> <p><i><u>Disposition: See 120-14.</u></i></p>
120-15 DIRECTIVES MANAGEMENT	<p>Records that relate to the overall activities of developing and managing directives, recommendations concerning the system, directives writing training, maintenance of directives, distributions, disposals, etc. See Also XXX-8 for the filing and disposition of directives and related supporting and background material. (The record copy of permanent directives are filed under the recurring XXX-8.)</p> <p><i><u>Disposition: NRCS/CRS-1 and 2.</u></i> N, R, S, A, F - Destroy when 3 years old.</p>
120-16 ENERGY CONSERVATION	<p>Records documenting goals, efforts, and accomplishments of reduced energy use by NRCS. May be case filed by campaign, program, or directive; i.e., mileage reductions, miles per gallon restriction on fleet, privately owned vehicle use limitations, etc.</p> <p><i><u>Disposition: NRCS/CRS-142.</u></i> N, R, S, A, F - Destroy when 3 years old.</p>
120-17 FORMS MANAGEMENT	<p>Correspondence and related material pertaining to forms management and the initiation, review, and approval of agency forms. Includes supporting, background, justification, and clearance documents for each form. Also includes inactive forms pending disposal, catalog of approved forms, and form control records, ADS-3, ADS-024, and CFPDC-1.</p> <p><i><u>Disposition: NRCS/CRS-113</u></i></p> <p>(a) Record copy of form and supporting or background and clearance material including NRCS-ADS-024.</p> <ol style="list-style-type: none"> 1. N - Destroy 5 years after discontinued, superseded, or canceled. 2. R, S, A, F - Destroy when discontinued, superseded, or canceled. <p>(b) Form catalogs and control records.</p> <p>N, R, S, A, F - Destroy when obsolete or superseded.</p>
120-18 PATENTS	<p>Material relating to application for and obtaining patents resulting from work or studies performed as an NRCS employee.</p> <p><i><u>Disposition: NRCS/CRS-143.</u></i></p> <p>(a) Copies of approved applications and supporting material, and copies of approval documents.</p> <ol style="list-style-type: none"> 1. N - Destroy 5 years after date of approval. 2. R, S, A, F - Destroy 2 years after date of approval. <p>(b) Remaining material, including copies of applications and supporting material not approved.</p>

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	N, R, S, A, F - Destroy when 2 years old, or 2 years after date of disapproval, whichever is later.
120-19 PERSONAL PROPERTY	<p>Correspondence and related material pertaining to initial acquisition of property, other than described under purchases. Includes accountability, utilization, and disposition of property; and various forms, reports, inventories, and related documents associated with the sale, transfer, loan donation, destruction, abandonment, etc., of any item of personal property.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following subjects.</p>
120-19-11 ACCIDENTS	<p>Incidents, accidents, etc., involving Government-owned, leased, or rented property or vehicles; as well as privately owned vehicles when operated on official business. Includes damages resulting from fires, floods, explosions, etc., involving Government property.</p> <p><i>NOTE: Claims initiated by or against the Government are described under 250-13-13.</i></p> <p>Prepare a case file for each incident. The case file is to contain initial and investigative reports, witness or other statements, and documentation of the final disposition of the case (e.g., copy of P.O., or AD-744, copy of vendor invoice to a BPA, a "memo to the file," etc.) showing any costs incurred by NRCS or assessed to others. File the accident review committee report and copies of any letters of caution or reprimand in employee's OPF. Form AD-872 reporting personal injury is to be filed under 360-17-12.</p> <p><u>Disposition: NRCS/CRS-109.</u></p> <p>(a) Correspondence and related material pertaining to accidents requiring investigation SF-91A, and/or action by accident review committee. N, R, S, A, F - Destroy case files 3 years after case is closed. Destroy remaining material when 2 years old.</p> <p>(b) Minor accidents, events, etc., requiring no committee action. N, R, S, A, F - Destroy 1 year after fiscal year in which incident occurred.</p>
120-19-12 PROPERTY MANAGEMENT	<p>Records relating to the accountability, classification, disposition, and utilization of Government property other than real estate. May include such documents as Forms SF-120, SF-122, SF-125, AD-107, AD-112, AD-732, etc. Includes implementation and operation of PROP's system. Also includes general material pertaining to acquisition and reporting requirements relating to property management activities.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following quaternary subjects.</p>

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<p>120-19-12-11 ACCOUNTABILITY</p>	<p>Procedures and documents used to account for expendable and nonexpendable property. Includes property cards, inventories, identification, reconciliation with account ledgers, and receipts for personal use items. Also includes records pertaining to property obtained by methods other than procurement, such as transfer from excess, donation, construction, conversion, etc.</p> <p><u>Disposition: NRCS/CRS-116.</u></p> <p>(a) Control or accountability documents.</p> <p>N, R, S, A, F - Destroy hand receipts when cleared. Destroy inventories 1 year after new inventory is prepared and verified. Destroy white copy of AD-106 3 years after the end of the fiscal year in which disposal of the property occurs. Transfer salmon copy of AD-106 to new APO, if within NRCS, or destroy when property is disposed of otherwise.</p> <p>(b) Correspondence and other material relating to property management not described above.</p> <p>N, R, S, A, F - Destroy when 2 years old, or 2 years after the disposal of the property; whichever is earlier.</p>
<p>120-19-12-12 DISPOSAL</p>	<p>Material pertaining to the disposition on property by abandonment, exchange, sale, destruction, or donation. AD-107 and AD-112.</p> <p><u>Disposition: NRCS/CRS 116(b).</u></p> <p>N, R, S - Destroy when 3 years old.</p> <p>A, F - Destroy when no longer needed or when the property disposal is completed.</p>
<p>120-19-12-13 UTILIZATION</p>	<p>Property management responsibilities, control and protection, surveys, needs, rehabilitation, recovery of precious metals, etc.</p> <p><u>Disposition: NRCS/CRS-116.</u></p> <p>(a) Control or accountability documents.</p> <p>N, R, S, A, F - Destroy hand receipts when cleared. Destroy inventories 1 year after new inventory is prepared and verified.</p> <p>(b) Correspondence and other material relating to property management not described above.</p> <p>N, R, S, A, F - Destroy when 2 years old, or 2 years after the disposal of the property; whichever is earlier.</p>
<p>120-19-13 VEHICLE MANAGEMENT</p>	<p>Records relating to developing and implementing policies and procedures pertaining to vehicle management activities, including EMIS. Included are such items as planned acquisition, distribution, replacement standards, management, use, inspections, maintenance, repair, storage, identification, vehicle allotments, and operating costs of NRCS-owned equipment. Also included are such items as working with manufacturers and industry in developing equipment, GSA motorpools, etc. Establish case files for each vehicle, as needed.</p> <p><u>Disposition:</u></p>

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	<p>(a) Vehicle Case File</p> <p>N, R, S, A, F - Maintain the vehicle case file for the life of the vehicle.</p> <p>(b) Reports (other than described in ((a)) or accidents) relating to motor vehicles.</p> <p>N, R, S, A, F - Destroy biannual Operational Data Report when next report is completed. Destroy other reports (NRCS-ADS-33, etc.) 3 years after date of the report, or when superseded by a subsequent report; whichever is earlier.</p> <p>(c) SF-97, AD-107, AD-112, SF-120.</p> <p>N, R, S, A, F - Destroy 4 years after vehicle leaves agency. (GRS 10/6).</p> <p>(d) General material not elsewhere described.</p> <p>N, R, S, A, F - Destroy when 2 years old.</p>
<p>120-20 REAL PROPERTY</p>	<p>Records pertaining to the acquisition, assignment, management, use, identification, and reporting of buildings, land or other real property used by NRCS. Case file each lease, agreement, or other document used to acquire real property at a given location, and other documents that provide for needed supplies and/or services relative to use of the space. Case files may be arranged alphabetically by location within an area, State, or region; or by method of space acquisition such as owned, leased, assigned, and gratuitous, if desired.</p> <p><u>Disposition: NRCS/CRS-116 and GRS-11.</u></p> <p>(a) Correspondence and related material pertaining to acquisition, assignment, maintenance, and operation of space; including reports relating to space holdings, agreements for space, building plan files related to space planning, etc. Included are forms ADS-13, 14, 15, 81, 84; and AD-276, 1217, 1241-E, 1364, and 2291.</p> <ol style="list-style-type: none"> 1. N, R, S - Destroy records held by offices responsible for acquiring space, and related space management activities 2 years after expiration or termination of lease, agreement, or space assignment. 2. N, R, S, A, F - Destroy copies of above records and related working papers held by other units when 1 year old. <p>(b) Request for building and equipment maintenance services, except for fiscal copies.</p> <p>N, R, S, A, F - Destroy 3 months after work is performed or requisition canceled.</p> <p>(c) Correspondence and other material reporting excess real property.</p> <p>N, R, S, A, F - Destroy 2 years after disposition of property or in 5 years, whichever is sooner.</p>
<p>120-21 RECORDS MANAGEMENT</p>	<p>Material pertaining to creation, maintenance, use, and disposition of records. Includes inventory reports, documents supporting transfers, and requests for the use of records materials.</p>

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MANAGEMENT	<p>of records materials.</p> <p><u>Disposition: NRCS/CRS-117.</u></p> <p>Record copy of forms documenting disposition or use of records no longer in NRCS custody. Includes Forms SF-135, OF-11, SF-115, and SF-258. Record copy is that retained by the Records Management Officer, who is responsible for the records.</p> <p>N, R, S, A, F - Destroy record copy when the related records are destroyed. Destroy extra copies and routine correspondence when no longer needed for reference.</p>
120-21-11 FREEDOM OF INFORMATION	<p>Requests for access to NRCS records, replies to such requests, registers or logs used to record number of requests and action taken, and related reporting documents. Does not include the official NRCS record requested, nor does it include routine requests which do not cite FOIA as authority for the request. May include copies of material as released.</p> <p><u>Disposition: NRCS/CRS-125 through 128.</u></p> <p>(a) Material pertaining to general implementation of FOIA; including reports, registers, logs, (NRCS-ADS-016, Freedom of Information Documentation), etc.</p> <ol style="list-style-type: none"> 1. Annual reports at agency level. N - Transfer to FARC when 10 years old. Destroy when 20 years old (NRCS/CRS-127). 2. Other reports and general implementation material. R, S - Destroy when 2 years old (GRS-14/11). <p>(b) Requests and replies thereto which are not appealed. Includes requests for nonexistent records, replies to requesters who provide inadequate descriptions, or those who fail to pay required fees (GRS-14/11). N, R, S - Destroy 2 years after reply.</p> <p>(c) Requests denied, in whole or in part, which are not appealed. N, R, S - Destroy 6 years after date of reply. (GRS-14/11(a)(3)).</p> <p>(d) Requests appealed, regardless of later agency action responding to the appeal. N, R, S - Destroy 6 years after final determination by the agency, or 3 years after adjudication by courts, whichever is later. (GRS-14/12)(a).</p> <p>NOTE: The official file copy of records that are the subject of an appeal, regardless of appeal disposition, is to be disposed of in accordance with instructions for the subject records, or for the FOIA request, whichever is later.</p>
120-21-12 PRIVACY ACT	<p>Requests by individuals for access to their records, or any information in agency records pertaining to them; replies to such requests; registers or logs used to record the number of requests; names of requesters, and action taken; and related reporting documents. Does not include the official NRCS records accessed.</p>

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120-22 REPORTS MANAGEMENT	<p>Correspondence, forms, and related material supporting the initiation and approval of recurring internal or public use reports. Includes documentation of required reviews and evaluation, reports of committee actions, and related procedures for effective reports management. Includes AD-368, Reports Analysis and Clearance Sheet, and SF-83, Request for OMB Review.</p> <p><u><i>Disposition: NRCS/CRS-118.</i></u> N, R, S, A, F - Destroy 2 years after report is discontinued.</p>
120-23 TRANSPORTATION	<p>Records pertaining to transportation and traffic management activities, including arrangements for shipments and services by Government Bill of Lading, SF-1103 (GBL). Includes such records as storage, routing, loss, claims, freight rates, routes and services, shipment discrepancies, damage, and insurance. Establish separate case files for (1) memorandum copy of GBL in the issuing office, and (2) copies of GBL issued by other offices for shipments received.</p> <p><u><i>Disposition: GRS-9.</i></u></p> <p>(a) Issuing office copy of GBL's, with related correspondence and supporting material such as shortage and demurrage reports, lost or damaged shipment files, and registers or control records.</p> <ol style="list-style-type: none"> 1. N, R, S, A, F - Destroy records relating to international shipment of household goods 6 years after shipment is complete. Records may be transferred to FARC (GRS-9/l(d)) if desired. 2. N, R, S, A, F - Destroy other material when 3 years old. <p>(b) Receipt copies of GBL's and copies of other records described above. N, R, S, A, F - Destroy when 1 year old.</p>
130 AGENCY GENERAL	<p>This category of record covers correspondence, internal management controls, and other material pertaining to matters for which the Chief has direct responsibility, or because the subject matter has wide applicability within the agency.</p> <p><u><i>Disposition:</i></u> In accordance with instructions for the subjects below, or the appropriate recurring subjects.</p>
130-11 CRISIS PREPAREDNESS	<p>Records pertaining to alternate headquarter's locations, succession of command, emergency or disaster responsibilities, and lists of essential or support records maintained at alternate sites.</p> <p><u><i>Disposition: NRCS/CRS-11 and 12.</i></u> N, R, S, A, F - Destroy obsolete material as revisions are received, or as instructed on the transmittal document.</p>
130-11-11 ALTERNATE HEADQUARTERS	<p>Lists of alternate locations to be used in a crisis situation.</p> <p><u><i>Disposition:</i></u> N, R, S, A, F - Destroy obsolete material as revisions are received, or as instructed on the transmittal document.</p>
130-11-12 SUCCESSION OF COMMAND	<p>Lists of individuals or incumbents of positions responsible for operations in crisis situation.</p> <p><u><i>Disposition:</i></u> N, R, S, A, F - Destroy obsolete material as revisions are received, or as</p>

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	instructed on the transmittal document.
130-12 ESSENTIAL RECORDS	<p>Records maintained by National Headquarters that would permit reconstruction of agency organization and safeguard employee rights following a crisis situation.</p> <p><u>Disposition:</u> N, R, S, A, F - Destroy obsolete material as revisions are received, or as instructed on the transmittal document.</p>
130-13 PHYSICAL PROTECTION	<p>Material pertaining to direction and coordination of security plans or measures to protect office space, facilities, equipment, etc.; and for the physical safety of NRCS employees. Includes correspondence and related material pertaining to development, review, and revision of physical protection plans and a copy of the current plan. See also 360-17 for Safety and Health. Does not include security material as described under 270-14.</p> <p><u>Disposition: GRS-18/28b.</u> N, R, S, A, F - Destroy plans when obsolete or superseded. Destroy remaining material when 3 years old.</p>
140 STRATEGIC PLANNING AND POLICY ANALYSIS	<p>Material relating to resource appraisal and program development to provide leadership for the agency that directs activities required by the Soil and Water Resources Conservation Act of 1977; policy and analysis for new and existing issues; and comprehensive annual progress and evaluation reports to Congress on National Conservation Program (NCP). See also 290.</p> <p><u>Disposition:</u> In accordance with instructions for specific records described by the following related subjects.</p>
140-11 APPRAISAL	<p>Correspondence and related materials pertaining to the analysis and interpretation of basic data concerning the status and condition of soil, water, and related resources.</p> <p><u>Disposition: NRCS/CRS-102, 103, 104, 105, 139 and 140.</u></p> <p>(a) Correspondence and related background or other material (except machine-readable files) relating to the appraisal of soil, water, and related resources; including special appraisals (NRCS/CRS-102, 103, 104).</p> <ol style="list-style-type: none"> 1. N - Maintain current appraisal reports. Transfer outdated and one-time appraisals or reports to FARC when 3 years old. Destroy when 20 years old (NRCS/CRS-102). Destroy correspondence and background material when a complete revision of the appraisal is prepared. 2. R, S, A, F - Maintain current appraisal reports. Destroy outdated and one-time appraisals or reports when 10 years old or when no longer needed for reference, whichever is sooner. Destroy correspondence and background material when a complete revision of an appraisal is prepared. <p>(b) Machine-readable master files of appraisal data (NRCS/CRS-105), and a copy of each published map, atlas, portfolio, photomap, etc.</p> <p>N, R, S, - Permanent. Offer machine-readable master files to NARA upon completion of survey.</p>

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	<p>(c) Published appraisals (NRCS/CRS-105).</p> <p>N, R, S, A, F - Permanent. The office responsible for procurement of the printing must offer a copy of appraisals not printed by GPO to NARA immediately. Destroy other copies, and copies printed by GPO (GPO forwards a copy to NARA), when no longer needed for reference.</p>
140-11-11 CURRENT CONDITIONS	<p>Basic resource data and statistical information describing current conditions of the resource base. Includes information such as the 1980 RCA Appraisal, and any revisions or updates.</p> <p><u>Disposition: Same as 140-11.</u></p>
140-11-12 PAST TRENDS	<p>Includes correspondence, analysis, and statistical data which show the past trends of the condition of the soil and water resource base and related resources.</p> <p><u>Disposition: Same as 140-11.</u></p>
140-12 ANALYSIS	<p>Correspondence and material relating to future trends and impacts resulting from interpretation of all soil and water programs. Includes projections of future consequences of current programs, as well as proposed program changes. Studies by resource areas are included.</p> <p><u>Disposition: Same as 140-11.</u></p>
140-13 PROGRAM DEVELOPMENT	<p>Correspondence and materials relating to overall program design, procedures, and work schedules. May include policy statement, responsibilities, etc.</p> <p><u>Disposition: NRCS/CRS-29.</u></p> <ol style="list-style-type: none"> 1. N - Permanent. Transfer to FARC when 10 years old. Offer to NARA when 15 years old. 2. R, S, A, F - Destroy when 10 years old or when no longer needed for reference, whichever is sooner.
140-13-11 OBJECTIVES	<p>Correspondence and materials relating to the identification and definition of program objectives.</p> <p><u>Disposition: Same as 140-13.</u></p>
140-13-12 ALTERNATIVES	<p>Correspondence and materials relating to various possible program levels and different combinations of new and existing programs. Includes the program packages evaluated as part of the RCA process.</p> <p><u>Disposition: Same as 140-13.</u></p>
140-13-13 PROGRAM EFFECTIVENESS	<p>Correspondence and materials relating to the evaluation of the effectiveness of the approved RCA program. Includes material used to support the annual program effectiveness report to Congress required by RCA.</p> <p><u>Disposition: Same as 140-13.</u></p>
140-13-14	Correspondence, material, and State program reports prepared as part of the RCA

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STATE PROGRAMS	<p>process.</p> <p><u><i>Disposition: Same as 140-11(a).</i></u></p>
140-14 EVALUATION AND ANALYSIS	<p>Material relating to guidelines and procedures for analysis of new and existing policy. Also includes analysis of information related to analytical procedures to be used as data analysis or data derived from program analysis. Case file data developed for specific evaluations.</p> <p><u><i>Disposition: NRCS/CRS-139 and 140.</i></u> N – Transfer to FARC when 5 years old. Destroy when 10 years old.</p>
140-15 IMPACT	<p>Data related to various effects (economic, social, physical, environmental, etc.) of soil and water physical, environmental, etc.) of soil and water conservation programs.</p> <p><u><i>Disposition: NRCS/CRS-139.</i></u> N - Transfer to FARC when 5 years old. Destroy when 10 years old.</p>
140-16 DATA COLLECTION	<p>Information on needs, procedures, responsibilities, schedules, etc., for data collection.</p> <p><u><i>Disposition: NRCS/CRS-140.</i></u> N - Transfer to FARC when 5 years old. Destroy when 10 years old.</p>
140-17 EVALUATION CRITERIA	<p>Data and instructions on criteria used for evaluation of soil and water conservation activities. Includes schedules, procedures, or findings. Case file evaluations for specific programs or purposes.</p> <p><u><i>Disposition - NRCS/CRS-140</i></u> N - Transfer to FARC when 5 years old. Destroy when 10 years old.</p>
140-18 PERFORMANCE INDICATORS	<p>Information on input and output factors used in evaluating and appraising program effectiveness.</p> <p><u><i>Disposition: NRCS/CRS-139.</i></u> N - Transfer to FARC when 5 years old. Destroy when 10 years old.</p>
140-19 PROJECTIONS	<p>Data related to base economic and other projections to be used in the evaluation and analysis of soil and water conservation activities.</p> <p><u><i>Disposition: NRCS/CRS-140.</i></u> N - Transfer to FARC when 5 years old. Destroy when 10 years old.</p>
150 BASIN AND AREA PLANNING	<p>Material relating to broad-based area planning to identify problems and establish objectives. Includes programming and executing river basin studies and flood insurance studies, flood plain management, and coordination with activities of the Cabinet on the Council on Natural Resources and other such councils.</p> <p><u><i>Disposition: NRCS/CRS-33 through 37.</i></u></p> <p>(a) General correspondence and other material relating to Basin and Area Planning and not any particular project or case file (NRCS/CRS-33).</p> <ol style="list-style-type: none"> 1. N - Permanent. Transfer to FARC when 5 years old. Offer to NARA when 10 years old. 2. R, S, A, F - Destroy when 3 years old.

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	<p>(b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or sub-basin, including resulting reports (NRCS/CRS-34 and 35).</p> <ol style="list-style-type: none"> 1. N - Transfer final report to FARC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. 2. R - Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. 3. S - Destroy draft report 2 years after final report is published. Transfer remaining material and final report to FARC when 5 years old and destroy when 15 years old. 4. A, F - Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. <p>(c) Correspondence and other material relating to flood hazard or flood insurance studies (NRCS/CRS-36 and 37).</p> <ol style="list-style-type: none"> 1. N - Destroy when 5 years old or when no longer needed for reference, whichever is sooner. 2. S - Transfer to FARC when 5 years old. Destroy when 15 years old. <p>(d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study costs. Includes related printouts (NRCS/CRS-36 and 37).</p> <p>N - Destroy when no longer needed for reference.</p>
150-11 COLORADO RIVER BASIN	<p>All program correspondence, data, and other materials that are not specifically related to an individual study or operational unit.</p> <p><u><i>Disposition: See 150.</i></u></p>
150-12 FLOOD PLAIN MANAGEMENT	<p>General correspondence, data, and other materials pertaining to flood plain management studies (includes former "Flood Hazard Studies"). Case file specific studies by purpose and/or region. Further subject divisions shown under 150-14-14 may be used here as tertiary subjects, if needed.</p> <p><u><i>Disposition: See 150.</i></u></p>
150-13 FLOOD INSURANCE STUDIES	<p>General correspondence, data, and other materials relating to the overall conduct of studies. Case file specific studies by purpose and/or region.</p> <p><u><i>Disposition: See 150.</i></u></p>
150-14 RIVER BASIN STUDIES	<p>Records pertaining to overall cooperative studies and assessments of water and related land resources, preliminary or reconnaissance regional and river basin plans, and implementation studies of program or project feasibility.</p> <p>This file may be further subdivided to individual case files. The following file codes and subjects are to be used as needed to identify specific data in the case file.</p>

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	150-14-11 150-14-12 150-14-13 150-14-14 150-14-14-11 150-14-14-12 150-14-14-13 150-14-14-14 150-14-14-15 150-14-14-16 150-14-14-17 150-14-14-18 150-14-14-19 150-14-14-20 150-14-14-21 150-14-14-22 150-14-14-23 150-14-14-24 150-14-15 150-14-16	Study Proposal Assistance Authorizations Basic Data Archeology Biology Drainage Economics Engineering Geology Hydraulics Hydrology Land Treatment Maps and Photos Sedimentation Soil Conditions and Land Use Valley Sections Water Quality Comments and Public Participation Plan of Work
	<i><u>Disposition: See 150.</u></i>	
150-15 WATER POLICY	Correspondence and related material pertaining to activities of the Cabinet on the Council on Natural Resources and similar activities which pertain to national policy. Includes NRCS participation on committees or ad hoc work groups relative to Federal water policy and procedural matters. Includes material relating to the activities of Field Advisory Committees (FAC's) which are not part of an existing case file. Establish case files as needed. Disposition: See 150.	
150-16 INTERAGENCY COORDINATION	Correspondence and related material pertaining to activities of water resource organizations and coordination of internal agency efforts. Includes various studies, appraisals, or assessments performed by or with organizations and agencies and related reports, findings, or recommendations. Establish case files as needed. <i><u>Disposition: See 150.</u></i>	
150-17 AMERICAN HERITAGE RIVERS (AHR)	The AHR initiative was established to help communities restore and protect their river resources in a way that integrates natural resources protection, economic development, and the preservation of historical and cultural values. Also includes material related to designation of rivers, communities, etc. Disposition: Submit SF-115	

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160 BUDGET PLANNING AND ANALYSIS	<p>Material related to NRCS budget formulation, justification, and preparation through all stages leading up to the final passage of appropriations acts.</p> <p><u><i>Disposition:</i></u> In accordance with instructions for specific material described by the following related subjects.</p>
160-11 (RESERVED)	
160-12 BUDGET ESTIMATES	<p>Copies of budget estimates and justifications prepared or consolidated at the national level. Included are appropriation language sheets, narrative statements, and related schedules and data.</p> <p><u><i>Disposition: NRCS/CRS-130 and GRS-5/2:</i></u></p> <ol style="list-style-type: none"> 1. N - Destroy when 10 years old. 2. R, S - Destroy 1 year after close of the fiscal year covered by the budget.
160-12-11 AGENCY ESTIMATES	<p>Departmental policy memoranda, instructions, and all items related to the agency's estimate (request) to the Department. Includes briefing papers and materials prepared for the Fall Review and Spring Review of budget policy and issues.</p> <p><u><i>Disposition: Same as 160-12.</i></u></p>
160-12-12 DEPARTMENT ESTIMATES	<p>Includes departmental policy memoranda and instructions for the departmental allowance and all materials submitted that are related to the departmental allowance.</p> <p><u><i>Disposition: Same as 160-12.</i></u></p>
160-12-13 OMB DOCUMENTS (PRESIDENT'S BUDGET)	<p>Office of Management and Budget (OMB) memoranda, instructions, OMB Circular A-11, and the Presidential allowance. Includes all reports, special analyses, and other materials submitted in response to OMB requests or directives.</p> <p><u><i>Disposition: GRS-5/3.</i></u> N, R, S - Destroy annual (end of fiscal year) reports to OMB when 5 years old. Destroy remaining material 3 years after close of fiscal year.</p>
160-13 CONGRESSIONAL BUDGET OFFICE	<p>Information related to the Congressional Budget Office in the formulation of NRCS budgets.</p> <p><u><i>Disposition: GRS-5/1</i></u> N, R, S - Destroy when 2 years old.</p>
160-14 CONGRESSIONAL REVIEW	<p>Information and instructions relating to the presentation of program information related to the NRCS budget, special hearing material, transcripts, Senate Notes, Conference Notes, Congressional Reports, etc.</p>

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	<p><u><i>Disposition: GRS-5/L.</i></u> N, R, S - Destroy when 2 years old.</p>
160-15 EXPLANATORY NOTES	<p>Program justification statements, project statements, status of program and purpose statements, and all other materials prepared and used in development of language sheets, narrative statements, etc., supporting budget estimates.</p> <p><u><i>Disposition: NRCS/CRS-130(1)(a) and 130(1)(b).</i></u></p> <ol style="list-style-type: none"> 1. N - Destroy 10 years after close of fiscal year covered by the budget. 2. R, S - Destroy 5 years after close of fiscal year covered by the budget.
160-16 FUNDING ALLOCATIONS	<p>Material pertaining to the review of overall agency funding requests and recommendations, adjustments, etc., developed or used in determining agency budget allocations for other agencies. Does not include the material described under 250-12.</p> <p><u><i>Disposition: GRS-5/L.</i></u> N, R, S - Destroy when 2 years old.</p>
160-17 (RESERVED)	
160-18 GENERAL ACCOUNTING OFFICE	<p>Information dealing with data, instructions, or opinions of GAO related to budget formulation. (This material should be filed in Financial Management, 250.)</p> <p><u><i>Disposition: NRCS/CRS-7</i></u></p> <ol style="list-style-type: none"> 1. N - Destroy 2 years after final court decision or as soon as not needed. 2. R, S - Destroy when 5 years old.
160-19 OFFICE OF THE GENERAL COUNSEL	<p>Information dealing with opinions, instructions, or advice from OGC related to NRCS budget formulation.</p> <p><u><i>Disposition: Same as 160-18.</i></u></p>
160-20 OFFICE OF BUDGET AND PROGRAM ANALYSIS	<p>Special Information sent to OBPA in budget formulation.</p> <p>Disposition: GRS-5/L. N, R, - Destroy when 2 years old.</p>
160-21 OFFICE OF MANAGEMENT AND BUDGET	<p>Special information sent to OMB in the formulation of NRCS budgets.</p> <p><u><i>Disposition: GRS-5/L.</i></u> N, R, S - Destroy when 2 years old.</p>

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160-22 HISTORICAL	<p>Historical items that are updated continuously for each budget year or that are relevant to the current budget year. Case file by fiscal year.</p> <p><u><i>Disposition: GRS-5/2.</i></u> N, R, S - Destroy 1 year after the close of the fiscal year covered by the budget.</p>
160-23 ENACTED APPROPRIATIONS	<p>Material pertaining to the fiscal year appropriations pertaining to the agency.</p> <p><u><i>Disposition: GRS-5/1</i></u> N, R, S - Destroy when 2 years old.</p>
160-24 OFFICE OF INSPECTOR GENERAL (OIG)	<p>Information dealing with opinions, instructions, or advice from OIG related to NRCS budget formulation</p> <p><u><i>Disposition: GRS-5/L.</i></u> N, R, S - Destroy when 2 years old.</p>
170 CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS (GIS)	<p>Material pertaining to the development and implementation of policy, plans, standards, and procedure for cartography, GIS, Global Positioning System (GPS), and remote sensing functions. Includes obtaining, preparing, and/or reproducing charts, diagrams, drawings, aerial surveys, photo mosaics, and maps for such uses as soil surveys, resource inventory and conservation planning, and remote sensing.</p> <p><u><i>Disposition:</i></u> In accordance with instructions for specific material described by the following related subjects.</p>
170-11 AERIAL PHOTOGRAPHY	<p>Material pertaining to aerial photography (imagery) obtained for use in conservation or natural resource planning, conducting of soil surveys, or for resource inventory purposes. Does not include soil survey field sheets (see 430-14-13) or maps and drawings (see 170-16).</p> <p>In most instances, it is not practical to maintain aerial photographs in this file location. In those instances, this file is to be adequately referenced to show where photographs are maintained.</p> <p><u><i>Disposition: NRCS/CRS-59.</i></u> N, R, S, A, F - Destroy aerial photographs (imagery) when no longer needed for planning and/or administrative use. Destroy remaining material when 3 years old, or when no longer needed for administrative purposes.</p> <p><i>NOTE: Aerial photographs may not be donated to others without prior approval of NARA. In general, approval will not be given if the photographs are classified, contain significant annotated technical data, or contain information referenced directly to a landowner, operator, or group. All requests from proposed recipients are to be forwarded to the Director. MSD, for processing with NARA.</i></p>

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<p>170-12 COMPILATION</p>	<p>Material relating to the preparation of a new or improved map or photograph (or a portion of it) from existing maps, photographs, surveys, new data, or other sources. Does not include the resulting map. See 170-16.</p> <p><u><i>Disposition: NRCS/CRS-60.</i></u> R, S - Destroy 1 year after the publication of the resultant map or 1 year after no longer needed for revision.</p>
<p>170-13 DIGITIZING</p>	<p>Map materials used to convert source data to digital form for use in GIS. Does not include the source data documents or the data storage media (tapes, discs, etc.), which are described elsewhere in the guide and are to be filed accordingly.</p> <p><u><i>Disposition: NRCS/CRS-145.</i></u> N, R, S, A, F - Destroy when 3 years old or when no longer needed for reference, whichever is later.</p>
<p>170-14 FINDING AIDS</p>	<p>Material pertaining to graphic, numeric, or alphabetic indexes that relate to specific maps, mapped areas, or to portions of a map. Includes indexes of published and unpublished maps that display features such as location, people, climate, geology, soils, land, land use, or general information, and flight line, coordinate grids, etc., relating to aerial photography or remote sensing imagery.</p> <p><u><i>Disposition: NRCS/CRS-66 and 72.</i></u> N, R, S, A, F - Dispose of finding aids in accordance with instructions for the related maps or imagery.</p>
<p>170-15 LITHOGRAPHY</p>	<p>General material pertaining to the reproduction of maps.</p> <p><u><i>Disposition: GRS-13/21.</i></u> N, R, S, A, F - Destroy when 2 years old.</p>
<p>170-16 MAPS AND DRAWINGS</p>	<p>Correspondence and related material pertaining to maps and drawings. Includes hand-drawn, manuscript, and annotated maps; materials prepared during intermediate stages of map publication; published maps and map negatives; map history and source material; maps on microfilm or computer generated; maps prepared from remote sensing photographic imagery; and survey field notes, geodetic controls, or computations used in preparing maps.</p> <p><u><i>Disposition:</i></u> NRCS/CRS-59 through 65, 67 through 69, and 72.</p> <p>(a) Hand-drawn maps (generally in pencil, ink, or colors on paper or transparency); maps made with stickup and similar adhesives; and maps that bear significant manuscript annotations, changes, or additions. Includes maps compiled for research, exhibits, displays; map enclosures to reports or correspondence; original topographic planetable sheets or terrain sketches; final manuscript "smooth sheets" and fair sheets showing the results of surveys; maps or aerial photographic prints annotated with field survey information; initial hand-drawn photogrammetric stereoplotting from aerial photographs;</p>

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	<p>and proof sheets or overlays that bear annotations resulting from field checking or verification of survey data; or that are annotated to show source of information used on the map. Also may include map history and source material documenting such things as chronological events in planning, surveying, field work, production and revision of specific maps, sources of map information, map specifications, location diagrams, or cartographic notes (NRCS/CRS-59 and 63).</p> <p>R, S, A, F - Maintain as long as maps have planning or administrative use. Destroy when needs cease.</p> <p>(b) Negatives of published maps, including regulated negatives of soil survey reports. (NRCS/CRS-62).</p> <p>R, S - Transfer to FARC at the same time maps are transferred (see (d) below). Destroy 25 years after map publication.</p> <p>(c) Scribed plastic sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, enlargements or reduction color proofs, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose information is duplicated by the final published map (NRCS/CRS-60).</p> <p>R, S - Destroy 25 years after publication of resultant map.</p> <p>(d) Published maps including each edition and variant, and all related indexes (NRCS/CRS-61).</p> <p>R, S - Permanent. Offer one copy of each published map, atlas, portfolio, and photomap produced by NRCS to NARA at regular intervals (1 to 5 years).</p> <p>(e) Maps on microfilm, computer generated maps and related machine-readable data, remote sensing imagery with related data base material, and vertical or oblique aerial film.</p> <p>N, T - Submit SF-115, Request for Records Disposition Authority.</p> <p>(f) Survey field notes, geodetic controls, and computations, whether hard copy or microfilm (NRCS/CRS-67).</p> <p>R, S - Permanent. Offer to NARA within 10 years after completion of resultant map.</p>
<p>170-17 PHOTO- GRAMMETRY</p>	<p>Material pertaining to measurements taken from aerial photographs by mathematical or stereoscopic equipment or methods.</p> <p><u><i>Disposition: Submit SF-115, Request for Records Disposition Authority.</i></u></p>

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170-18 PHOTO INTERPRETATIONS	<p>Material or data prepared manually or electronically showing land or surface features and characteristics such as land use, land treatment, plant cover, etc.</p> <p><u><i>Disposition: Submit SF-115, Request for Records Disposition Authority.</i></u></p>
170-19 REQUESTS FOR SERVICES	<p>Form NRCS-CGI-19 or other documents relating to cartographic or remote sensing services.</p> <p><u><i>Disposition: GRS-3/8.</i></u> N, R, S, A, F - Destroy when 1 year old.</p>
170-20 SENSOR DATA	<p>Material related to procedures for collecting data or preparing imagery by electronic or in-place devices. Does not include the data collected or imagery prepared.</p> <p><u><i>Dispositions: NRCS/CRS-146.</i></u> N, R, S, A, F - Destroy when 3 years old or when no longer needed for reference, whichever is later.</p>
170-20-11 ELECTRONIC SENSING	<p>Material pertaining to use of microwave (including radar), multispectral band, thematic mapping, or infrared to obtain, store, and/or transmit data for processing.</p> <p><u><i>Dispositions: NRCS/CRS-146.</i></u> N, R, S, A, F - Destroy when 3 years old or when no longer needed for reference, whichever is later.</p>
170-20-12 IN-PLACE SENSING	<p>Material pertaining to the installation and operation of fixed devices that collect and store data for later use.</p> <p><u><i>Dispositions: NRCS/CRS-146.</i></u> N, R, S, A, F - Destroy when 3 years old or when no longer needed for reference, whichever is later.</p>
180 CONSERVATION PLANNING AND APPLICATION	<p>Material pertaining to the organization, operation, and program of soil conservation districts; and to the planning, application, and maintenance of practices, systems, or measures affecting soil, water, and other development and use of resources to meet social, economic, cultural, and environmental needs of a community, area, or region; and conservation or natural resource plans and their content, development, quality, amendments, formats; and planning procedures. Also includes material related to NRCS responsibilities under the Food Security Act (FSA), i.e., sustainable agriculture, alternative farming systems.</p> <p><u><i>Disposition:</i></u> In accordance with instructions for specific material described by the following related subjects.</p>
180-11 DISTRICTS	<p>Records pertaining to the development, organization, and operation of soil and water conservation districts. Included are Federal, State, and other documents on</p>

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	<p>organization, annexation, consolidation, and other boundary changes. Also includes assistance to and cooperation with soil and water conservation districts; reporting; program and work plan; instructional, procedural, and informational material issued by NRCS or the State soil conservation governing bodies, etc. Establish case file for each district as needed.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following tertiary subjects.</p>
180-11-11 ORGANIZATION	<p>Records pertaining to the organization and maintenance of the National Association of Conservation Districts (NACD), and State and local soil and water conservation districts (SWCD). NRCS record copies of local SWCD organization are maintained in the State offices. Files are to have as a minimum: State charter, certificate of organization Memorandum of Understanding, Supplemental Memorandum of Understanding, maps, legal description, long range program, and current list and makeup of district boards of supervisors.</p> <p><u>Disposition: NRCS/CRS-25.</u> N, R, S, A, F - Destroy minimum required records described above 1 year after dissolution. Destroy remaining material when no longer needed for reference.</p>
180-11-12 OPERATIONS	<p>Records pertaining to the operation of individual districts, such as annual report, elections, contests, etc. The office providing services to the district is to maintain the record copy of annual reports in a case file in chronological order.</p> <p><u>Disposition: NRCS/CRS-26.</u> (a) Annual reports. F - Permanent. Retain case file as long as district is in operation. Forward case file to Director, Management Services Division, one year after dissolution of district for offer to NARA. (a) Remaining material, including copies of annual reports. N, R, S, A, F - Destroy when 2 years old.</p>
180-11-13 WORK PLAN	<p>Correspondence and other material pertaining to State and SWCD program. Includes the annual work plan and revisions, amendments, and supplements thereto; and material related to the NRCS annual plan of operations.</p> <p><u>Disposition: NRCS/CRS-27.</u> S, A, F - Destroy annual work plan and APO material one year after end of effective period. Destroy remaining material when 1 year old.</p>
180-12 TECHNICAL ASSISTANCE	<p>Correspondence and other material pertaining to technical assistance in conservation activities of NRCS. Included are records relating to conservation planning, application, and maintenance assistance to individuals, groups of land users, units of government, and target areas.</p>

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	<p><u>Disposition:</u> In accordance with instructions for specific material described by the following tertiary subjects.</p>
180-12-11 PLANNING	<p>Materials pertaining to conservation planning under any or all conservation programs for a land owner or user, for a group, or for a unit of Government.</p> <p>Establish case files for each conservation or natural resource plan or inventory and evaluation (I&E) in accordance with NCPM, Section 180-506.31(b). Case files may be maintained in a separate file and cross-referenced to this file location.</p> <p><u>Disposition: NRCS/CRS-29 and 31.</u></p> <p>(a) Conservation or natural resource plan and I&E's.</p> <p>F - Destroy 1 year after cancellation. (NRCS/CRS-29). Retain survey notes, drawings, field sheets, etc., which may have future value. When land changes ownership, the following data, which includes AD-1026, CPA-6, CPA-026, CPA-027, FSA-569, etc., and a copy of the aerial photographs recording HEL or wetland determinations, should be retained for possible use in developing a succeeding plan. In addition, documents pertaining to determination appeals and resulting decisions should be retained for a succeeding plan. (Establish a separate case file for appeals by type.) An administrative record is created when a person appeals a decision. The administrative record should contain the AD-1026, NRCS-CPA-026, NRCS-CPA-026A, NRCS-CPA-6, aerial photocopies, maps of the area soil map, county list of soil map units, map locating and labeling onsite investigations, conservation plan, chronological listing of events, reconsideration or appeal HEL information, wetland information, CRP, WRP, and any other information that may have a bearing on the decision. Destroy these documents only when land is irrevocably removed from agricultural uses. (See 180-521 of NFSAM for appeals.)</p> <p>(b) General material pertaining to no specific individual, group, or unit of Government (NRCS/CRS-31).</p> <ol style="list-style-type: none"> 1. N - Destroy when 3 years old. 2. R, S, A, F - Destroy when 1 year old.
180-12-12 APPLICATION	<p>Material pertaining to the installation of resource management systems, conservation measures, or practices. Survey notes, drawings, field sheets, etc., documenting the installation are maintained with the case file 180-12-11 or referenced to that file location.</p> <p><u>Disposition: NRCS/CRS-31 and 32.</u></p> <p>(a) General material pertaining to no specific individual, group, project, area, or work plan (NRCS/CRS-31). Includes material relating to identifying and assisting target areas.</p>

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	<ol style="list-style-type: none"> 1. N - Destroy when 3 years old. 2. R, S, A, F - Destroy when 1 year old. <p>(b) Correspondence and other material or data created, received, and used in the preparation of a specific project or area plan (NRCS/CRS-32).</p> <p>S - Transfer to FARC 4 years after the end of the installation period. Destroy when 25 years old.</p>
180-12-13 MAINTENANCE	<p>Correspondence and general material pertaining to follow-up assistance provided relative to maintenance of installed practices, measures, or resource management systems. Specific material relating to a landowner or user, group, or unit of Government should be maintained with the case file described in 180-12-11 and disposed of accordingly.</p> <p><u>Disposition: NRCS/CRS-147.</u></p> <p>N, R, S, A, F - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p>
180-12-14 UNITS OF GOVERNMENT	<p>Materials pertaining to assistance (other than previously described) provided to State, county, town, or city governing units; to communities, land use commissions, zoning commissions, etc. Also includes Urban Resources Partnership (URP) pertaining to an interagency, cooperative Federal partnership which develops and implements a coordinated approach to helping urban communities improve the management and conservation of their natural resources. Also includes activities by these entities and their support and/or contributions to conservation efforts, such as Form NRCS-CPA-5.</p> <p><u>Disposition: NRCS/CRS-31 and 9.</u></p> <p>(a) General records pertaining to no specific project, area, or work plan (NRCS/CRS-31).</p> <ol style="list-style-type: none"> 1. N - Destroy when 3 years old. 2. R, S, A, F - Destroy when 1 year old. <p>(b) Reports of support and/or contributions by a unit of Government (NRCS/CRS-9).</p> <p>N, R, S, A, F - Destroy when 4 years old or when no longer needed for reference.</p>
180-12-15 LOCALLY LED CONSERVATION	<p>Records pertaining to a series of phases which involve community stakeholders in natural resource planning, implementation of solutions and evaluation of results. It is based on the principle that community stakeholders are best suited to deal with conservation needs assessment, conservation action plan, implementation of the action plan, and evaluation of the action plan.</p> <p><u>Disposition: NRCS/CRS-9</u></p> <p><i>Destroy when 4 years old or when no longer needed for evaluations.</i></p>
190 Ecological Sciences	<p>Records pertaining to agronomy, biology, biodiversity, endangered species, ecology, ecosystems management, environmental activities, forestry, pesticides, plant materials, range, surface mines, reclamation, recreation, and related phases of ecological sciences.</p> <p><u>Disposition:</u></p>

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	In accordance with instructions for specific material described by the following related subjects.
190-11 AGRONOMY	<p>Records pertaining to agronomy and agronomic practices. Included are such subjects as climate, cropland management, crops, critical area stabilization, standards and specifications, pastures and haylands, and tillage.</p> <p><u><i>Disposition: NRCS/CRS-74.</i></u></p> <p>(a) Correspondence and other material pertaining to a particular agronomic project and/or practices described by the related tertiary subjects.</p> <p>N, R, S, A, F - Destroy outdated material as related new material is developed or received. Destroy correspondence when 3 years old.</p> <p>(b) Background material, including research data or extracts and development studies for agronomic practices.</p> <ol style="list-style-type: none"> 1. N - Permanent. Offer to NARA when 5 years old. 2. R, S, A, F - Destroy when no longer needed for reference.
190-11-11 CLIMATE	<p>Material such as rainfall data (annual, seasonal, etc.), average temperatures, and related factors which affect crop selections, length of growing season, etc.</p> <p><u><i>Disposition: See 190-11.</i></u></p>
190-11-12 CROPS AND CROPLAND MANAGEMENT	<p>Records pertaining to various phases of cropland management, such as the use of cover crops, cropping systems, fertilizers, lime, manure, pesticides, stripcropping, weed control, yields, soil loss, crop residue use, orchards, vineyards, vegetative culture, etc. Also, records that relate to the establishment, management, yields, and adaptability of cultivated crops, legumes, and grasses.</p> <p><u><i>Disposition: See 190-11.</i></u></p>
190-11-13 CRITICAL AREA STABILIZATION	<p>Records pertaining to the stabilization of critical areas such as dunes, waterways, and other structures by using vegetation to prevent wind and water erosion.</p> <p><u><i>Disposition: See 190-11.</i></u></p>
190-11-14 PASTURE AND HAYLAND MANAGEMENT	<p>Records pertaining to suitability, sites, renovation, management, etc.</p> <p><u><i>Disposition: See 190-11.</i></u></p>
190-11-15 STANDARDS AND SPECIFICATIONS	<p>Records pertaining to the development and application of standards and specifications for various agronomic practices.</p> <p><u><i>Disposition: See 190-11.</i></u></p>

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190-11-16 TILLAGE	Records pertaining to conventional and conservation tillage systems. <i>Disposition: See 190-11.</i>	
190-12 AQUACULTURE	Correspondence and other material pertaining to technical assistance in aquaculture. Included are records relating to assessments of aquaculture needs and potentials; technical standards on aquaculture and related conservation practices; and coordination with other Federal, State, and local agencies and organizations on aquaculture activities. <i>Disposition: NRCS/CRS-148.</i> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	
190-13 BIOLOGY	Records pertaining to biological principles and practices in NRCS including field trials, fish and fisheries, standards and specifications, wetlands, wildlife, and wildlife habitat. <i>Disposition: NRCS/CRS-75</i> 1. N, R, S - Destroy outdated material as related new material is developed or received. 2. A, F - Destroy correspondence when 3 years old.	
190-13-11 FIELD TRIALS	Records pertaining to field trials and observational studies. <i>Disposition: See 190-13.</i>	
190-13-12 FISH AND FISHERIES	Records pertaining to the management, evaluation, development, and protection of fisheries including pond, reservoir, stream, and river habitats. Also includes records pertaining to all technical assistance efforts related to salmon recovery efforts in the Northwest U.S. Included are identification, ecology, stocking, and harvesting records pertaining to fish and their habitats. <i>Disposition: See 190-13.</i>	
190-13-13 STANDARDS AND SPECIFICATIONS	Records pertaining to the development and application of standards and specifications for biology and wildlife practices. <i>Disposition: See 190-13.</i>	
190-13-14 WETLANDS	Records pertaining to the identification, production, management, ecology, etc., of wetlands. See 180-11 for wetland determinations.	
	190-13-14-11 190-13-14-12 190-13-14-13 190-13-14-14 190-13-14-15	Creation of Wetlands Pesticide Use Wetland Restoration and Enhancement Wetland Management General Permit
190-13-15 WILDLIFE HABITAT	Records pertaining to the identification, evaluation, control, management, ecology, etc., of wildlife habitats. Included are records relating to diseases, effects of drainage and pollution, food and cover requirements, etc. <i>Disposition: See 190-13.</i>	

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<p>190-13-16 APPLIED ECOLOGY</p>	<p>Records pertaining to the study or evaluation of the interrelationship of and between species and the physical, chemical, and biological features of their habitat, as applied to a specific community or community type.</p> <p><i><u>Disposition: See 190-13</u></i></p>
<p>190-13-17 BIODIVERSITY</p>	<p>Records pertaining to the variability of the biological components of an ecosystem, as well as the variety of ecosystems within the landscape, as relates to ecosystem integrity and viability.</p> <p><i><u>Disposition - See 190-13</u></i></p>
<p>190-14 ENDANGERED SPECIES</p>	<p>Records relating to identification, control, management, ecology, etc., of endangered species—both fauna and flora.</p> <p><i><u>Disposition: NRCS/CRS-75.</u></i></p> <ol style="list-style-type: none"> 1. N, R, S - Destroy outdated material as related new material is developed or received. 2. A, F - Destroy correspondence when 3 years old.
<p>190-15 ENVIRONMENT</p>	<p>Records pertaining to the development and implementation of policy and procedures for environmental evaluations, ecological system planning and modeling, archeological and historic preservation, pollution and pollution abatement, etc.</p> <p><i><u>Disposition:</u></i></p> <p>In accordance with instructions for specific material described by the following tertiary subjects.</p>
<p>190-15-11 ARCHEOLOGICAL AND HISTORICAL SITES</p>	<p>Material related to the identification, reporting, and preservation of historical areas. Includes material relating to sites having archaeological, geologic, or vegetative value and to the National Register of Historic Places.</p> <p><i><u>Disposition: NRCS/CRS-98.</u></i></p> <p>N, R, S, A, F - Destroy when 3 years old or when no longer needed for reference, whichever is sooner.</p>
<p>190-15-12 EVALUATIONS</p>	<p>Material related to methods, procedures, and techniques used to evaluate environmental qualities. Individual evaluations and supporting data are filed with the related program or project records.</p> <p><i><u>Disposition: NRCS/CRS-100.</u></i></p> <p>(a) Correspondence and background material relating to the development of NRCS environmental policy, including quality control of environmental evaluations and statements.</p> <p>N - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p>

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	<p>(b) Policy and guidelines for NRCS compliance with NEPA and for activities requiring environmental evaluations or statements.</p> <ol style="list-style-type: none"> 1. N - Permanent. Offer to NARA 10 years after revision or cancellation. 2. R, S, A, F - Destroy outdated material as new material is received.
190-15-13 ENVIRONMENTAL IMPACT STATEMENTS	<p>Material pertaining to the preparation of statements for NRCS-assisted projects and to the review and comments prepared relative to statements by NRCS or other agencies. Includes Notice of Intent, record of decisions, summaries, etc. Published EIS's, findings, etc., are filed with the related program or project records.</p> <p><u>Disposition: NRCS/CRS-99 and 100.</u></p> <p>N, R, S, A, F - Destroy correspondence and other material relating to review and comment on statements (NRCS or others) 6 months after comments are made. Destroy remaining material when obsolete or no longer needed for reference.</p>
190-15-14 ENVIRONMENTAL QUALITY	<p>Material pertaining to the quality of soil, water, air, and related resources. Includes material relating to specific pollutants (animal wastes, industrial wastes, sediment, nutrients, pesticides, etc.); to their effect on the environment; to practices or measures for pollution abatement; and to erosion or sediment control guides. See also 210-26.</p> <p><u>Disposition: NRCS/CRS-96 and 97.</u></p> <p>N, R, S, A, F - Destroy when 5 years old.</p>
190-16 FORESTRY	<p>Records pertaining to forestry projects or practices. Includes material on such subjects as forest land management, soil-woodland and soil-windbreak correlation, windbreaks, mensuration, protection, products, etc.</p> <p><u>Disposition: NRCS/CRS-76.</u></p> <p>N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-16-11 FOREST LAND MANAGEMENT	<p>Records pertaining to various phases of forest land management, such as use of cover crops, soil loss, cultural practices, and use of pesticides. Also includes material pertaining to yields, forest improvement, harvesting, tree planting, and techniques of silviculture.</p> <p><u>Disposition: NRCS/CRS-76.</u></p> <p>N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-16-12 SOIL-WOODLAND CORRELATION	<p>Records that relate to soil erosion potential, yield interpretations, plant competition, species suitability, growth potential, ease of maintenance, etc. Includes data that relate tree data to soil types.</p>

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	<p><u><i>Disposition: NRCS/CRS-76.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-16-13 SOIL-WINDBREAK CORRELATION	<p>Includes materials pertaining to such subjects as the relation between tree growth and soil (type, texture, etc.), yield or growth potential, hazard limitations, and competition by other plants.</p> <p><u><i>Disposition: NRCS/CRS-76.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-16-14 STANDARDS AND SPECIFICATIONS	<p>Records pertaining to the development and application of standards and specifications for forestry practices.</p> <p><u><i>Disposition: NRCS/CRS-76.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-16-15 STATISTICS, INVENTORY, AND COST RETURN	<p>Includes such materials as forest cover types, understory competition, forage value ratings stocking rates, stand size, and competition.</p> <p><u><i>Disposition: NRCS/CRS-76.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-16-16 WINDBREAKS	<p>Material pertaining to diseases, pesticide use, farmstead and feedlot windbreaks, insects, layout, maintenance, nursery practices, planting techniques, planting stocks, rodents, types and purposes, and influences of windbreaks.</p> <p><u><i>Disposition: NRCS/CRS-76.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-17 CHEMICAL CONTROLS	<p>Records pertaining to effects, hazards, etc., of pesticides, herbicides, fungicides, and other chemicals used to kill or inhibit the growth of plants and animals.</p> <p><u><i>Disposition: NRCS/CRS-96.</i></u> N, R, S, A, F - Destroy when 5 years old or when no longer needed for reference, whichever is later.</p>
190-18 PLANT MATERIALS	<p>Records pertaining to plant materials center (PMC) policy, procedure, purpose, responsibility, etc., and to needs, center operations, field evaluation plantings, seed and plant increase, production and distribution, sources of supply, release and certification.</p> <p><u><i>Disposition: NRCS/CRS-80.</i></u> Material pertaining to PMC policy procedures, purpose, responsibility, etc.</p> <ol style="list-style-type: none"> 1. N - <u>Permanent</u>. Offer to NARA 10 years after revision or cancellation. 2. R, S, A, F - Destroy outdated material as new material is received.

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<p>190-18-11 NEEDS</p>	<p>Records pertaining to the projections of continuing plant materials needs, including the State long-range plan for plant materials.</p> <p><u>Disposition:</u></p> <p>(a) Long-range program or plan and annual plan. S - Destroy when 5 years old.</p> <p>(b) Material not elsewhere described. N, R, S, A, F - Destroy when 2 years old or when no longer needed for reference.</p>
<p>190-18-12 CENTER OPERATIONS</p>	<p>Records supporting the long-range Center program and plan of operation. Also includes material related to the assembly of materials, evaluations at the center, field evaluation of plants, increase of plant materials, and annual technical or each seed increase field.</p> <p><u>Disposition: NRCS/CRS-82.</u></p> <p>(a) Records documenting history of each PMC project from initiation to completion, including modification, test and trial results, field evaluation plantings, photographs, etc.</p> <ol style="list-style-type: none"> 1. S - Transfer to FARC 10 years after project completion. Destroy 30 years after completion. 2. N, R, S, F - Destroy when 5 years old or when no longer needed for reference. <p>(b) Certifications, registrations, accessions, etc., with supporting and background material (NRCS/CRS-79).</p> <ol style="list-style-type: none"> 1. S - Transfer to FARC when 10 years old. Destroy when 30 years old. 2. N, R, A, F - Destroy when 5 years old or no longer needed for reference. <p>(c) Material not elsewhere described. N, R, S, A, F - Destroy when 2 years old or when no longer needed for reference.</p>
<p>190-18-13 FIELD PLANTINGS</p>	<p>The long-range plan for field plantings and records pertaining to field plantings such as planting plans, evaluation forms, and planting guides.</p> <p><u>Disposition: NRCS/CRS-82(a).</u></p> <ol style="list-style-type: none"> 1. S - Transfer to FARC 10 years after project completion. Destroy 30 years after completion. 2. N, R, A, F - Destroy when 5 years old or when no longer needed for reference.
<p>190-18-14 PRODUCTION AND DISTRIBUTION</p>	<p>Records pertaining to seed and plant inventory and production estimates; requests and allocations of seed and planting stock; interregional, interagency, and foreign seed and plant exchanges; Distribution and Delivery Record, Form NRCS-ECS-596; and District Receipt for NRCS Materials, Form NRCS-ADS-308.</p>

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	<p><u>Disposition: NRCS/CRS-82.</u> N, R, S, A, F - Destroy 5 years after production or distribution is discontinued or when 5 years old.</p>
190-18-15 RELEASE AND CERTIFICATION -	<p>List of NRCS cooperative releases and appropriate cultivar certification standards.</p> <p><u>Disposition: NRCS/CRS-79.</u> 1. S - Transfer to FARC when 10 years old. Destroy when 30 years old. 2. N, R, A, F - Destroy when 5 years old or no longer needed for reference.</p>
190-18-16 SOURCES OF SUPPLY	<p>Records covering lists of commercial sources of plant materials.</p> <p><u>Disposition:</u> N, R, S, A, F - Destroy when 2 years old or when no longer needed for reference.</p>
190-19 RANGE	<p>Records pertaining to the policies and procedures for soil and water conservation work on rangelands. Included are assistance, ecology, feed, livestock, conservation practices, sites, conditions, wildlife, hydrology, production, standards and specifications, etc.</p> <p><u>Disposition: NRCS/CRS-77.</u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-19-11 ECOLOGY	<p>Records pertaining to the environmental relationships between plant and animal life on range-lands.</p> <p><u>Disposition: NRCS/CRS-77.</u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-19-12 FEED	<p>Records pertaining to feed palatability and use, feed requirements per head, feed and forage measurement in terms of animal grazing capacity, vegetative sampling, etc.</p> <p><u>Disposition: NRCS/CRS 77</u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-19-13 LIVESTOCK	<p>Records pertaining to range livestock, starting grazing capacity, monitoring, etc.</p> <p><u>Disposition: NRCS/CRS-77.</u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>

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190-19-14 PRACTICES	<p>Records pertaining to the purpose and applicability of range conservation practices such as proper range use, brush management, cattle walkways, grazing systems, farm ponds, fencing, pitting, seeding, salting, spring development, well construction, water spreading, etc.</p> <p><u><i>Disposition: NRCS/CRS-77.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-19-15 RANGE SITE MANAGEMENT	<p>Records pertaining to state of vegetation in relation to climate, soil, and topography; composition and production of potential natural plant communities; numbering, naming, and correlation of range sites, etc.</p> <p><u><i>Disposition: NRCS/CRS-77.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-19-16 RANGE CONDITION	<p>Records pertaining to present state of vegetation in relation to climax condition, range condition classes, change and interpretation of changes, causes and results of improvement or decline, condition criteria, trend and management.</p> <p><u><i>Disposition: NRCS/CRS-77.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-19-17 RANGE PRODUCTIONS	<p>Records pertaining to yield data, Form NRCS-ECS-417, guidelines for determining vegetation yield.</p> <p><u><i>Disposition: NRCS/CRS-77.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-19-18 RANGE HYDROLOGY	<p>Records pertaining to water infiltration, water yield, surface runoff, and water quality as they relate to range site and condition.</p> <p><u><i>Disposition: NRCS/CRS-77.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-19-19 STANDARDS AND SPECIFICATIONS	<p>Records pertaining to the development and application of standards and specifications for range management practices.</p> <p><u><i>Disposition: NRCS/CRS-77.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-20 RECLAMATION	<p>Records pertaining to providing technical assistance for the reclamation of currently mined lands, abandoned mined lands, and other abandoned lands.</p>

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	<p>Included are reclamation practices, land status, equipment, vegetation, agriculture, standards and specifications, etc. Does not include Rural Abandoned Mine Program activities which are properly filed under 300-14.</p> <p><u><i>Disposition: NRCS/CRS-149.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-20-11 RECLAMATION PRACTICES	<p>Records pertaining to measures for reclaiming abandoned land and currently mined land.</p> <p><u><i>Disposition: NRCS/CRS-149.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-20-12 LAND STATUS	<p>Records pertaining to abandoned land, land disturbed by mining, mined land reclaimed, and mined land needing reclamation. Establish case files by type of mining (coal, sand, gravel, etc.), if needed.</p> <p><u><i>Disposition: NRCS/CRS-149.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-20-13 RECLAMATION EQUIPMENT	<p>Records and information on specific equipment used for reclaiming land.</p> <p><u><i>Disposition: NRCS/CRS-149.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-20-14 VEGETATION	<p>Records pertaining to the suitability and productivity of various kinds of plants for specific site conditions on mined or abandoned land.</p> <p><u><i>Disposition: NRCS/CRS-149.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-20-15 LAND CAPABILITY	<p>Records pertaining to the capability or suitability of various kinds of land for beneficial uses by the land user and the public.</p> <p><u><i>Disposition: NRCS/CRS-149.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.</p>
190-20-16 STANDARDS AND SPECIFICATIONS	<p>Records pertaining to the development and application of standards and specifications for various reclamation practices.</p> <p><u><i>Disposition: NRCS/CRS-149.</i></u> N, R, S, A, F - Destroy outdated material as related new material is</p>

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	received. Destroy correspondence when 3 years old.
190-21 RECREATION	<p>Records pertaining to recreation-related interests and concerns. Included are activities, cost of operations, recreation supplies and equipment, planning criteria, standards and specifications, and design of facilities.</p> <p><u><i>Disposition: NRCS/CRS-78.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received.</p>
190-21-11 ACTIVITIES AND FACILITIES	<p>Records pertaining to various kinds of recreation activities and associated facilities, facility designs, health and safety requirements, modifications for disabled and other special populations, and sources of assistance.</p> <p><u><i>Disposition: NRCS/CRS-78.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received.</p>
190-21-12 LIABILITY	<p>Material pertaining to the liability associated with establishing and/or operating public or private recreation areas, facilities, or enterprises.</p> <p><u><i>Disposition: NRCS/CRS-78.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received.</p>
190-21-13 PLANNING	<p>Records pertaining to general recreation and open space planning, carrying capacities, trends and techniques, private consultants, Nationwide Outdoor Recreation Plan, and Statewide Comprehensive Outdoor Recreation Plans.</p> <p><u><i>Disposition: NRCS/CRS-78.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received.</p>
190-21-14 COST OF OPERATION	<p>Records pertaining to the cost of establishing and operating recreation enterprises and facilities.</p> <p><u><i>Disposition: NRCS/CRS-78.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received.</p>
190-21-15 RECREATION SUPPLIES AND EQUIPMENT	<p>Records pertaining to supplies and equipment pertinent to different kinds of recreation activities and facilities for planning and design phases only.</p> <p><u><i>Disposition: NRCS/CRS-78.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received.</p>

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190-21-16 STANDARDS AND SPECIFICATIONS	<p>Records pertaining to the development and application of standards and specifications for various recreation practices.</p> <p><u><i>Disposition: NRCS/CRS-78.</i></u> N, R, S, A, F - Destroy outdated material as related new material is received.</p>	
190-22 SOIL QUALITY	<p>Records pertaining to Soil Quality, techniques for evaluation, and practices for improving soil quality. Included are subjects such as the inventory and assessment of soil quality, soil management, carbon sequestration, water quality, and soil biology.</p> <p><u><i>Disposition: SUBMIT SF-115.</i></u></p>	
190-22-11 INVENTORY AND ASSESSMENT	<p>Material related to techniques, procedures, and reports for making inventories and assessments of soil quality such as soil quality indices, soil health cards, etc.</p> <p><u><i>Disposition:</i></u> Same as 190-22</p>	
190-22-12 SOIL MANAGEMENT	<p>Materials and information related to managing soil, included are records on nutrient management, productivity, soil degradation, practices/techniques for restoration, and economics. Also, techniques and procedures for incorporating soil quality into conservation planning, decision support for practice recommendations, and aspects of managing soil for varied land uses.</p> <p><u><i>Disposition:</i></u> Same as 190-22.</p>	
	190-22-12-11	Decision Support Systems
	190-22-12-12	Nutrient Management
	190-22-12-14	Land Uses
	190-22-12-15	Restoration
	190-22-12-16	Conservation Planning
	190-22-12-17	Economics
	190-22-12-18	Productivity
190-22-13 CARBON SEQUESTRATION	<p>Records related to policy and procedures for identifying, evaluating, and recommending practices that enhance soil's ability to sequester carbon. Includes are informational and educational materials on the economic and environmental values of carbon sequestration.</p> <p><u><i>Disposition:</i></u> Same as 190-22.</p>	
190-22-14 WATER QUALITY	<p>Records pertaining to the relationships between soil quality and its importance to water quality, watershed management, wetlands, etc.</p> <p><u><i>Disposition:</i></u> Same as 190-22.</p>	

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190-22-15 SOIL BIOLOGY	<p>Records pertaining to the relationships between soil quality and its importance to water quality and its importance to water quality, watershed management, wetlands, etc.</p> <p><u>Disposition:</u> Same as 190-22.</p>
200 ECONOMICS	<p>Records pertaining to the economic analyses of natural resources related problems and the economic impacts of conservation measures. Includes records on intergovernmental coordination in economic research and application to benefit-cost analyses.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following subjects:</p>
200-11 COST RETURN	<p>Records pertaining to cultural practices, material, labor, and equipment requirements related to a particular level of output. Includes engineering budgets, enterprise budgets, and partial budgets. May be retained in the Field Office Technical Guide.</p> <p><u>Disposition: NRCS/CRS-87.</u> N, R, S, A, F - Destroy 3 years after data no longer apply to current rules for economic analysis.</p>
200-12 ECONOMIC IMPACT (SITE) ANALYSES	<p>Records pertaining to economic analyses of planned or proposed soil and water conservation measures made to estimate the effects of actions on specific sites.</p> <p><u>Disposition: NRCS/CRS-85 and 86.</u> N, R, S, A, F - Destroy 3 years after analysis update.</p>
200-13 (AREA) PROJECT ANALYSES	<p>Records relating to the economic feasibility of public and private expenditures for solving area-wide soil and water resource problems through project (PL-566, RC&D, etc.) actions.</p> <p><u>Disposition: NRCS/CRS-84.</u> N, R, S, A, F - Dispose of analysis records with the related project case file. See 390-11(b).</p>
200-14 CROP BUDGET SYSTEM	<p>Records providing a systematic accounting of benefits and costs of operating inputs, machinery use, and labor for a crop enterprise, considering such details as soil condition, climate, management, and extent of protection already applied to the resource base.</p> <p><u>Disposition: NRCS/CRS-87.</u> N, R, S, A, F - Destroy 3 years after data no longer apply to current rules for economic analysis.</p>
200-15 CONSERVATION PRACTICE COST SCHEDULE	<p>Records providing a schedule of conservation practices, showing installation cost, lifespan, O&M costs, and average annual (amortized) cost. May be retained in Field Office Technical Guide.</p> <p><u>Disposition: NRCS/CRS-87.</u> N, R, S, A, F - Destroy 3 years after data no longer apply to current rules for</p>

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	economic analysis.
210 ENGINEERING	<p>Correspondence and other records pertaining to the development and implementation of the policies, procedures, standards, and criteria for the design, installation, and operation of soil and water conservation and development practices. Includes records relating to construction, design, drainage, erosion control, geology, hydrology, irrigation, operation and maintenance, soil mechanics, landscape architecture, engineering surveys, standards and specifications, and dam safety.</p> <p>Records pertaining to the installation of a specific structure, measure, or group of structures for a project will be case filed to identify such records with the measure/project. See also 120-11-11-13, 180-12-11, 390-11, 390-12, 390-13, 390-14, as appropriate.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>
210-11 CONSERVATION PRACTICES	<p>Correspondence and other records pertaining to studies, tests, specifications, etc., for individual conservation practices. Establish case files for individual practices, as needed, to segregate records for accessibility.</p> <p><i>NOTE: Survey notes, drawings, field sheets, etc., for individual conservation practices may be filed with the resource plan (or similar document), which identifies the records with the land user (see 180-12-11), or may be case filed under 210-11.</i></p> <p><u>Disposition: NRCS/CRS-89.</u></p> <ol style="list-style-type: none"> 1. N - Transfer obsolete or inactive material to FARC when 10 years old. Destroy when 30 years old. 2. R, S, A, F - Destroy obsolete or inactive material when 5 years old.
210-12 CONSTRUCTION	<p>Correspondence and other records relating to construction methods, processes, materials, and equipment. Also includes material described by the following tertiary subjects. Establish case files for individual sites or projects to insure accurate identification and retention of record materials.</p> <p><i>NOTE: See 210-28 for a description of records that relate to dam safety.</i></p> <p><u>Disposition: NRCS/CRS-88, 90, and 91.</u></p> <p>(a) Correspondence and other material of a general nature relating to construction, design, drainage, erosion control, geology, hydrology, irrigation, maintenance, soil mechanics, standards and specifications, water conservation, etc. (NRCS/CRS-88). Does not include material pertaining to individual practices (210-11) or case files pertaining to a specific project or activity.</p> <ol style="list-style-type: none"> 1. N - Transfer to FARC when 5 years old. Destroy when 30 years old. 2. R, S, A, F - Destroy obsolete and inactive material when 5 years old or when no longer needed for reference, whichever is later.

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	<p>(b) Case files for major structures and related material pertaining to design and construction activities for a specific project under any program (NRCS/CRS-90). Does not include conservation practices.</p> <p>1. Permanent. Records relating to the projects named below have been designated as permanent. States are to consolidate design and construction case files with the related planning case files. See also 390. (NRCS/CRS-90(a).</p>		
	State	Project	
	California	PL-566 FP Pilot	Escondido Creek Los Angeles - Los Angeles River Walnut Creek
	Georgia	FP Pilot	Coosa river - Little River North Fork Broad River
	Indiana	PL-566 Pilot	Little Raccoon Creek Flat Creek
	Massachusetts	PL-566	Washington Mountain Brook
	Mississippi	PL-566	West Hatchie
	Nebraska	PL-566 Pilot	Buckley Creek Upper Salt Swedeburg Tributary
	New Hampshire	Pilot	Boboonsin River
	New Jersey	Pilot	Pequest River
	New York	FP PL-566	Buffalo Creek Cayaga Creek Ischua Creek
	North Dakota	PL-566 Pilot	Boundary Creek Tongue River
	Oklahoma	PL-566 FP Pilot	Four-Mile Creek Washita River - Oak Creek Double Creek
	Pennsylvania	PL-566	Marsh Creek
	Washington	PL-566 Pilot	Locke Mission Creek
	West Virginia	FP Pilot	Potomac River - Patterson Creek Salem Fork of Ten-Mile Creek
	<p>(i) S - Transfer to FARC when files become inactive for administrative purposes. Offer to NARA when 15 years old. See "NOTE" under 210-28.</p> <p>(ii) N, R, A, F - Forward to the State office for consolidation with their records all design and construction records within 90 days after construction is completed.</p> <p>2. Records other than for those projects named above (NRCS/CRS-90(b)).</p> <p>(i) S - Transfer to FARC 4 years after project completion or when files become inactive. Destroy when 25 years old. See "NOTE" under 210-28.</p> <p>(ii) N, R, A, F - Forward to the State office as described under (b)(1)(ii) above.</p>		

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	<p>(c) Engineering geology records (Forms NRCS-ENG-35a, b, c), related geology report, and soil mechanics report (NRCS/CRS-91).</p> <p>S - Destroy when 100 years old.</p>
210-12-11 "AS-BUILT" PLANS	<p>Original "As-Built" plans are the construction drawings on which are recorded all changes made during construction.</p> <p><u>Disposition: NRCS/CRS-92.</u></p> <p>S - Transfer original (except for projects named in 210-12(b) above) to sponsor 10 years after completion of construction. For projects named in 210-12(b), forward original with other records and provide sponsors a copy. Transfer the NRCS record copy of negatives (35 mm minimum size, 105 mm maximum size) to FARC after 3 years and destroy 100 years after completion of construction. Destroy tracings and/or drawings used in the preparation of construction plans when "As-Built" plans have been reproduced, checked, and filed.</p>
210-12-12 COMPUTATION SHEETS	<p>Forms and related documents that support quantity or volume measurements.</p> <p><u>Disposition: See 210-12.</u></p>
210-12-13 CONSTRUCTION MATERIALS	<p>Forms and related documents that record the extent, nature, and results of tests to insure compliance with specifications. May include data on material sources, price lists, certifications, etc.</p> <p><u>Disposition: See 210-12.</u></p>
210-12-14 MOISTURE AND DENSITY DETERMINATIONS	<p>Forms and related documents which record test data to insure compliance with specifications.</p> <p><u>Disposition: See 210-12.</u></p>
210-12-15 FIELD NOTEBOOK	<p>Survey notes that accurately document practice, structure, or project layout and measurements for determining compliance or making computations.</p> <p><u>Disposition: See 210-12.</u></p>
210-12-16 INSPECTOR'S CONSTRUCTION REPORTS	<p>Extracts from job diary entries to inform others of work progress, status, problems, etc.</p> <p><u>Disposition: See 210-12.</u></p>
210-12-17 JOB DIARY	<p>A complete chronological history of events pertaining to the performance of the work and the cause and disposition of each event.</p> <p><u>Disposition: See 210-12.</u></p>
210-13 DESIGN	<p>Correspondence and other records relating to the development and implementation of policy, procedures, and criteria for the design of structures and measures. Also includes records in the "Design Folder," as described by 210-511.11, NEM, or those related to the following tertiary subjects.</p>

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	<p><i>NOTE: See 210-28 for description of records which relate to Dam Safety.</i></p> <p><u>Disposition:</u> NRCS/CRS-88, 90, and 91. Includes disposition for all tertiary subjects listed below.</p> <p>N, R, S, A, F - Same as described for 210-12.</p>																				
210-13-11 DESIGN DATA	Includes such material as design assumptions, analyses, and reports; geology and soil mechanics reports with Forms NRCS-ENG-35A, B, and C; construction drawings; specifications; bid schedule; and plan for operation and maintenance. Data for a specific project or site as defined by 210-511.10, NEM, should be arranged and retained in a Design Folder (210-511.11, NEM). A similar folder may be prepared for other designs, or the data filed by use of any or all of the following subjects:																				
	<table> <tr> <td>210-13-12</td><td>Geology</td></tr> <tr> <td>210-13-13</td><td>Drainage</td></tr> <tr> <td>210-13-14</td><td>Survey Notebooks</td></tr> <tr> <td>210-13-15</td><td>Hydrology</td></tr> <tr> <td>210-13-16</td><td>Irrigation</td></tr> <tr> <td>210-13-17</td><td>Design Computations</td></tr> <tr> <td>210-13-18</td><td>Sedimentation</td></tr> <tr> <td>210-13-19</td><td>Soil Mechanics</td></tr> <tr> <td>210-13-20</td><td>Specifications</td></tr> <tr> <td>210-13-21</td><td>Standards</td></tr> </table>	210-13-12	Geology	210-13-13	Drainage	210-13-14	Survey Notebooks	210-13-15	Hydrology	210-13-16	Irrigation	210-13-17	Design Computations	210-13-18	Sedimentation	210-13-19	Soil Mechanics	210-13-20	Specifications	210-13-21	Standards
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210-13-17	Design Computations																				
210-13-18	Sedimentation																				
210-13-19	Soil Mechanics																				
210-13-20	Specifications																				
210-13-21	Standards																				
210-14 DRAINAGE	<p>Correspondence and other records pertaining to land drainage work and activities that are not related to a specific project, measure, or practice.</p> <p><u>Disposition: NRCS-CRS-88</u></p> <p>(1) N - Transfer to FARC when 5 years old. Destroy when 30 years old.</p> <p>(2) R, S, A, F - Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.</p>																				
210-15 EROSION CONTROL	<p>Correspondence and other records pertaining to erosion control work, including erosion control structures other than for a specific project, measure, or practice.</p> <p><u>Disposition: See 210-14.</u></p>																				
210-16 GEOLOGY	<p>Correspondence and other records regarding geology and geologic studies other than for a specific project or practice.</p> <p><u>Disposition: See 210-14.</u></p>																				

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210-16-11 ENGINEERING GEOLOGY	Correspondence and other records and information pertaining to site investigation procedures, laboratory testing, methods of analyses, and other aspects of engineering geology. <i><u>Disposition: See 210-14.</u></i>
210-16-12 GROUND WATER GEOLOGY	Correspondence and other records relating to ground water investigation procedures, methods of analyses, and other aspects of ground-water geology. <i><u>Disposition: See 210-14.</u></i>
210-16-13 SEDIMENTATION	Correspondence and other records relating to sedimentation geology, investigation procedures, and methods of analyses. <i><u>Disposition: See 210-14.</u></i>
210-17 ENERGY	Correspondence and general material pertaining to the use of engineering practices in the conservation or production of energy. <i><u>Disposition: See 210-14</u></i>
210-18 HYDROLOGY	Correspondence and other records relating to hydrologic and water supply forecast procedures for water management planning and operations in general, or for a specific drainage area. Also includes material pertaining to the development and use of water supply forecast equations; and to water supply forecasts prepared from snow survey data. Establish case files, by stream, as needed. See also 290-12-12. <i><u>Disposition: See 210-14.</u></i>
210-19 IRRIGATION	General correspondence and records relating to procedures, considerations, etc., for the design, installation, and operation of irrigation practices. <i><u>Disposition: See 210-14.</u></i>
210-20 MAINTENANCE	General records regarding the development of procedures for the operation, modification, repair, or maintenance of structural measures. Does not include O&M plan, agreements, or inspection reports (see 120-12-11-11). <i><u>Disposition: See 210-14.</u></i>
210-21 GROUTING	General records regarding standards, procedures, and criteria for soil testing and use of soil engineering analyses in design and construction operations. <i><u>Disposition: See 210-14.</u></i>
210-22 SOIL MECHANICS	General records regarding standards, procedures, and criteria for soil testing and use of soil engineering analyses in design and construction operations. <i><u>Disposition: See 210-14.</u></i>
210-23 SPECIFICATIONS	Correspondence and other records regarding the development and implementation of specifications for construction, construction methods, materials, etc. <i><u>Disposition: See 210-14.</u></i>

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210-24 WATER CONSERVATION AND MANAGEMENT	<p>General records and correspondence relating to water conservation and management.</p> <p><i><u>Disposition: See 210-14.</u></i></p>
210-25 LANDSCAPE ARCHITECTURE	<p>General records and information pertaining to landscape architecture.</p> <p><i><u>Disposition: See 210-14.</u></i></p>
210-26 ENVIRONMENTAL ENGINEERING	<p>Correspondence and general material pertaining to practices that affect environmental quality, such as waste management, water quality or pollution abatement facilities. See also 190-15-14.</p> <p><i><u>Disposition: See 210-14</u></i></p>
210-27 SURVEYING	<p>General records and information pertaining to the conduct of engineering surveys; including procedures, documentation, etc.</p> <p><i><u>Disposition: See 210-14.</u></i></p>
210-28 DAM SAFETY	<p>Correspondence and other records and information pertaining to dam safety. Establish case files for each specific site or project. Includes assignments of responsibility, copies of study or inspection reports, and various records pertaining to design, construction, and O&M. The following design and construction records are to be incorporated in this file (physically, or by reference to their actual location) when construction is complete:</p> <p style="text-align: center;"><i>NOTE: Maintenance of dam safety case files at a location <u>other</u> than the State office <u>does not</u> alter their scheduled disposition.</i></p> <ol style="list-style-type: none"> 1. Hazard classification documentation. 2. Geologic investigation report, supported by Forms NRCS-ENG-35A, B, and C and logs of materials encountered in investigation. 3. Soil mechanics report. 4. Hydrology reports with floodrouting and breach analysis. 5. Design reports with pertinent calculations. 6. Material certifications and specifications. 7. Construction photographs, supported by an accurate and complete log documenting authenticity of the photographs. See also 210-512.41 and 120-517.72(g). 8. Job diaries (office and field) relating to the site or project. 9. Pertinent correspondence between design and construction personnel which documents problems, concerns, decisions, etc., relative to the site or project. 10. Copies of Contract Modification (with Justification Statement) which significantly alter the original design, or which effect changes not clearly shown on the "As-built" plans. 11. As-built plans.

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	<p>12. Operation and Maintenance inspection reports.</p> <p>13. Color photography of rock core samples. (See Geology Note No. 4.)</p> <p>14. Emergency Action Plan</p> <p>States responsible for PERMANENT records described under 210-12(b) may, at their discretion, microfilm the above records prior to transfer of the originals to FARC, or make copies by other means. In no instance should the original records be physically retained separate from the remainder of the permanent file.</p> <p><u>Disposition: NRCS/CRS-95.</u></p> <ol style="list-style-type: none"> 1. N, R, S - Transfer to FARC 5 years after structure is no longer functioning and no further studies or inspections are required. Destroy 25 years after all required studies or inspections are completed. 2. A, F - Destroy 5 years after all required studies or inspections are completed.
220 ENVIRONMENTAL COORDINATION	<p>Records pertaining to coordination of environmental quality objectives with all programs and activities of NRCS; and the development and implementation of policy to assess environmental impact of NRCS programs. <u>See also</u> 190-15.</p> <p><u>Disposition: NRCS/CRS-96 through 100.</u></p> <p>N, R, S, A, F - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p>
220-11 ENVIRONMENTAL JUSTICE (EJ)	<p>Records pertaining to a process where all populations, including minority and low income communities are provided the opportunity to comment before decisions are rendered on, allowed to share in the benefits of, not excluded from, and not affected in a disproportionately high and adverse manner by government programs and activities affecting human health or the environment. Also includes EJ infrastructure, EJ coordinator, NEPA principles, operations, strategies, etc.</p> <p><u>Disposition: Submit SF 115</u></p>
230 EQUAL OPPORTUNITY	<p>Records covering policies and procedures of the NRCS Equal Opportunity Program. Included are records pertaining to such areas as the complaint system, policy addressing violations pertaining to sexual harassment under Title VII of the Civil Rights Act of 1964, EEO Plan, Special Emphasis Programs such as Federal Women's Program (FWP), Hispanic Employment Program (HEP), Black Emphasis Program (BEP), and Disability Employment Program (DEP), delivery of services to the disabled, and civil rights. (Sexual harassment is a conduct issue and should be case filed under Employee Standards of Ethical Conduct 360-16.)</p> <p><u>Disposition:</u></p> <p>In accordance with instructions for specific material described by the following related subjects.</p>
230-12 EQUAL EMPLOYMENT OPPORTUNITY PLAN	<p>EEO plan and related material pertaining to the preparation of EEO plans.</p> <p><u>Disposition: GRS-1/25h.</u></p> <p>N, R, S, A, F - Destroy when 5 years old, or when superseded or obsolete, whichever is applicable.</p>
230-13 FEDERAL WOMEN'S PROGRAM (FWP)	<p>Records pertaining to providing equal employment opportunity for women in all personnel management policies and practices. The objectives of the program are to increase the total number of women employed in professional, administrative, and</p>

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	<p>technical occupations; eliminate concentrations of women in single-interval occupational series to diversify and create advancement opportunities throughout all occupational levels and all disciplines; and encourage the participation of women in all NRCS-sponsored programs and activities.</p> <p><u><i>Disposition: GRS-1/25(g)</i></u> N, R, S, A, F - Destroy when 3 years old.</p>
<p>230-14 HISPANIC EMPLOYMENT PROGRAM (HEP)</p>	<p>Records pertaining to providing equal employment opportunity for Hispanics in all personnel management policies and practices and to correct the under-representation of the workforce. The objectives of the program are to ensure that the Hispanic community receives equal treatment in all aspects of employment; seek placement of Hispanics to increase the total number employed in professional, administrative, technical and other occupations (PATCO); ensure equal opportunity for advancement in accordance with their abilities; and provide opportunities to participate in training and training programs.</p> <p><u><i>Disposition: GRS-1/25(g)</i></u> N, R, S, A, F - Destroy when 3 years old.</p>
<p>230-15 CIVIL RIGHTS</p>	<p>Records pertaining to procedures for insuring NRCS compliance with Civil Rights Laws, including documentation of compliance.</p> <p><u><i>Disposition: NRCS/CRS-136</i></u> N, R, S, A, F - Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.</p>
<p>230-15-11 COMMUNITY OUTREACH</p>	<p>Records pertaining to planning and implementation of special activities directed to meet the needs of groups or individuals such as minority and women operators and organizations.</p> <p><u><i>Disposition: NRCS/CRS-136</i></u> N, R, S, A, F - Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.</p>
<p>230-15-12 DELIVERY OF SERVICES</p>	<p>Records pertaining to delivery of technical services to minorities, women, disabled, etc.</p> <p><u><i>Disposition: NRCS/CRS-136</i></u> N, R, S, A, F - Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.</p>
<p>230-16 DISABILITY EMPLOYMENT PROGRAM (DEP)</p>	<p>Records pertaining to providing equal employment opportunity and to prohibit discrimination in employment because of physical or mental disability. The program is to focus on issues such as employment, promotion, training, and career enhancement affecting applicants and employees with disabilities. The objective of the program is to ensure that qualified persons with disabilities receive equal treatment in all aspects of employment.</p> <p><u><i>Disposition: GRS-1/25(g)</i></u> N, R, S, A, F - Destroy when 3 years old.</p>
<p>230-17 THE BLACK EMPHASIS PROGRAM (BEP)</p>	<p>Records pertaining to conducting a positive and continuing program that provides equal employment opportunities for Blacks in all personnel management policies and practices in programs and activities. The objectives of the program are to increase the total participation of Blacks in all (PATCO) occupations, services, and grade levels; encourage the participation of Blacks in all programs and activities; and provide a network of professional support for Blacks in NRCS.</p>

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	<p><u>Disposition: NRCS/CRS-136.</u> N, R, S, A, F - Destroy when 3 years old, or when superseded or obsolete , whichever is applicable.</p>
230-18 THE NATIVE AMERICAN EMPLOYMENT PROGRAM (NAEP)	<p>Records pertaining to providing focus on issues such as employment, promotion, training and career enhancement affecting Native American employees and applicants. The objectives of the program are to increase the total number of Native Americans in all (PATCO) categories, series, and grade levels; encourage the participation of Native Americans in all programs and activities; and provide a network of professional support for Native Americans in NRCS.</p> <p><u>Disposition: NRCS/CRS-136.</u> N, R, S, A, F - Destroy when 3 years old, or when supersede or obsolete, whichever is applicable.</p>
230-19 THE ASIAN AMERICAN EMPLOYMENT PROGRAM (AAEP)	<p>Records pertaining to providing focus on issues such as employment, promotion, training and career enhancement affecting Asian American employees and applicants. The objectives of the program are to increase the total number of Asian Americans in all (PATCO), categories, series, and grade levels; encourage the participation of Asian Americans in all programs and activities, and provide a network of professional support for Asian Americans in NRCS.</p> <p><u>Disposition: NRCS/CRS-136.</u> N, R, S, A, F - Destroy when 3 years old, or when supersede or obsolete, whichever is applicable.</p>
240 (RESERVED)	
250 FINANCIAL MANAGEMENT	<p>Records relating to accounting systems, grants management, budget execution and operations, fiscal management, and management information services. Includes accounting for and collection of official funds, fiscal examination of all payment and collection documents, and the use of budget execution data and records, time-keeping, travel, claims, etc. Records supporting these requirements are maintained by the NFC, CAS; such as MIDAS, SPARS, and SABERS, etc.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>
250-11 ACCOUNTING	<p>Records and documents concerned with availability, accountability, and status of public funds. Included are general ledgers and related supporting records such as allotment ledgers and subsidiary records, journal vouchers, and other posting media. Includes records held for audit by the GAO.</p> <p><u>Disposition: GRS-6(1A1), (1A2), and GRS-7.</u> (a) Original copy of accountable officers' accounts consisting of statements of transactions and accountability, collection schedules and vouchers, disbursement schedules and vouchers, and all other documents used as schedules or vouchers, exclusive of freight records</p>

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	<p>or payroll schedules. Includes such forms as NRCS-FNM 96, 170, and AD-673, AD-742, SF-238, SF-1034, SF-1036, SF-1047, 1069, 1080, 1081, 1098, 1113, 1114, 1129, 1143, 1145, 1154, 1156, 1166, 1185, 1218, .</p> <p>N, R, S - Destroy material such as Forms NRCS-FNM-96, 170, and AD-102 when verification or reconciliation is complete. Destroy other material 6 years and 3 months after the period covered by the accounts.</p> <p><i>NOTE: Records may be transferred to FARC after 2 years if no longer needed for administrative purposes.</i></p> <p>(b) General ledgers and obligation records showing status of obligations by appropriation. Includes such forms as SF-133, SCF-010, SCF-300, SCF-301, TFS2108, and TFS6653.</p> <p>N, R, S - Destroy 6 years and 3 months after the close of the relevant fiscal year.</p> <p>(c) Correspondence or subject files of units responsible for accounts which pertain to internal operations. GRS-7/1.</p> <p>N, R, S - Destroy when 2 years old.</p> <p>(d) Copies of certificates of settlement, statements of difference, and related records. GRS-6(3)(b).</p> <ol style="list-style-type: none"> 1. N, R, S - Destroy certificates covering periodic settlements when subsequent certificate is received. 2. Destroy certificates covering closed, supplemental, or final settlements 2 years after settlement. (GRS-6(3)(a). <p>(e) Memorandums or extra copies of records described in (a) above.</p> <p>N, R, S - Destroy 3 years after the accounting period.</p> <p>(f) Records used as posting or control media, subsidiary to the general and allotment ledgers, and various accounting reports. Forms NRCS-FNM-16, 18, 113, 115, 117, 240, 242, 617, 617a, 619; and SF-219, 220, 225, 1096, 1099 and MIDAS, SPARS report 010.</p> <p>N, R, S - Destroy original records when 3 years old. Destroy copies when 2 years old.</p>
250-11-11 ACCOUNTING SUBSIDIARY RECORDS	<p>Records maintained to control funds used by NRCS and to classify obligations.</p> <p><u><i>Disposition: GRS-6/3.</i></u></p> <p>N, R, S - Destroy when 6 years and 3 months old.</p>
250-11-12 ACCOUNTING REPORTS	<p>Reports prepared from the MIDAS SPARS accounting records and subsidiary records.</p> <p><u><i>Disposition:</i></u></p> <p>N, R, S - Destroy 6 years and 3 months old.</p>
250-11-13 CONSOLIDATED FINANCIAL STATEMENTS	<p>The annual copy of the Consolidated Financial Statements (CFS) is prepared from data stored in the NFC CAS and the MIDAS SPARS system. It includes: (1) Statement of Financial Position, (2) Statement of Operations, (3) Statement of Cash Flow, and (4) Statement of Budget Reconciliation. The CFS meets requirements of</p>

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	<p>the CFO Act of 1990.</p> <p><u>Disposition:</u> N, R, S - Destroy when 6 years and 3 months after the period covered by the accounts.</p>
250-12 BUDGET EXECUTION	<p>Records relating to budget execution, operations, reporting, financial analysis of appropriation, fund, and object class data. Does not include material described under file code 160.</p> <p><u>Disposition: GRS-5/2</u> N, R, S - Destroy 2 years after end of relevant FY.</p>
250-12-11 PLANNING BUDGETS	<p>Records and documentation of preliminary fiscal year budget plans and funding recommendations.</p> <p><u>Disposition: GRS-5/2.</u> N, R, S - Destroy when 2 years old.</p>
250-12-12 ALLOWANCES AND GUIDELINES	<p>Preliminary through final funding guidelines and documentation for State, National Headquarters, and other NRCS allowance holders. Includes correspondence, tables, statistics, analysis, data, etc. Also includes limitations and authorizations in the budget execution cycle such as experts and consultants, and other necessary program financial limitations.</p> <p><u>Disposition:</u> N, R, S, A, F - Destroy when 2 years old. (GRS-5/2)</p>
250-12-13 OPERATING BUDGETS	<p>Records pertaining to the operation of the NRCS financial management system. Includes operating budgets, schedules of obligations, apportionment, and all related supporting records and documentation. Includes any automated format. Includes any financial record developed for control of obligations at any level.</p> <p><u>Disposition: GRS-5/2.</u></p> <p>(a) Automated budget system printouts and summaries which replace above manual records. Includes automated salary budget and travel budget outputs. N, R, S - Destroy final end-of-year printouts when 2 years old.</p> <p>(b) Manual budget system elements and other budget execution records not elsewhere described. A, F - Destroy when 1 year old.</p>
250-12-14 BUDGET EXECUTION REPORTS	<p>Record copies of formal financial management reports such as annual budget reports or any other specialized report needed to execute NRCS financial plans for a fiscal year at any NRCS organizational level.</p> <p><u>Disposition: GRS-5/2.</u></p> <ol style="list-style-type: none"> 1. N - Destroy when 5 years old. 2. R, S - Destroy when 3 years old.
250-12-15 OPERATING BUDGET	<p>Records of financial management system development and implementation. Records of waivers to system control and requirements.</p>

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SYSTEMS	<p><u><i>Disposition: GRS-5/2.</i></u> Destroy when 2 years old.</p>
250-12-16 LEGISLATIVE HEARINGS	<p>Records and documents pertaining to House and Senate budget hearings affecting execution of NRCS financial plans. Documents relating to final and supplemental appropriation acts.</p> <p><u><i>Disposition: GRS-5/2.</i></u> Destroy when 2 years old.</p>
250-12-17 NRCS NATIONAL APPORTIONMENT	<p>Records, forms, and reports of NRCS dealing with budget apportionment of NRCS appropriations transacted at the National Headquarters level.</p> <p><u><i>Disposition: GRS-5/2.</i></u> Destroy when 2 years old.</p>
250-13 FISCAL OPERATIONS	<p>Records created and used with the examination of transactions involving the expenditure and collection of official funds.</p> <p><u><i>Disposition: GRS-6/5.</i></u> N, R, S, A, F - Destroy correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations when 2 years old. Destroy other material when 3 years old or in accordance with the following tertiary subjects.</p>
250-13-11 CERTIFYING OFFICER	<p>General correspondence-related material and Form SF-997, Unit Certifying Officer Signature Card.</p> <p><u><i>Disposition: NRCS/CRS-3.</i></u> N, R, S - Destroy when superseded, rescinded, or canceled.</p>
250-13-12 DESIGNATION OF AGENT	<p>General correspondence, related material, and Form SF-1195, Recommendation and Designation of Agent to Receive and Deliver Checks and Bonds. Case file problems by employee's name in alphabetical order, as need arises.</p> <p><u><i>Disposition: NRCS/CRS-3 and GRS-6/5.</i></u> N, R, S - Destroy Forms SF-1195 when superseded, rescinded, or canceled. Destroy remaining material when 3 years old.</p>
250-13-13 ADMINISTRATIVE CLAIM FILES	<p>Claims for and against the United States including those subject to the Federal Claims Collection Standards (4 CFR, Chapter II), Federal Tort Claims Act, and waiver of claims arising out of erroneous payments of pay allowances, travel expenses, or relocation expenses. Does not include claims which are properly part of an existing file such as claims submitted under the Contract Disputes Act.</p> <p><u><i>Disposition: GRS-6/10 and 11.</i></u> N, R, S - Destroy 6 years and 3 months after claim is settled.</p> <p><i>NOTE: (a) Tort claims decided by Regional Offices of the General Counsel - State offices destroy the case file 6 years, 3 months after settlement of the case. General correspondence for tort claims submitted to Financial Management Division for review by the Office of General Counsel.</i></p>

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	<p>(b) <i>Federal Claims Collection Act - Claims terminated or compromised by State conservationists or directors of Regions or Areas. Destroy case files 6 years and 3 months after the claim is settled.</i></p> <p>(c) <i>Waiver of Erroneous Payments of Pay - Financial Management Division will retain the official file.</i></p>
<p>250-13-14 IMPREST FUND</p>	<p>General correspondence, related material, such as SF-211, Request for Changes or Establishment of Imprest Fund, charge card. Case file Form SF-1129, Cashier and/or Accountability Report, Reimbursement Voucher, with required supporting document. Case file Form AD-358, Verification of Imprest Cash, and Form AD-359, Cashier Account Audit, in one case file folder.</p> <p><u><i>Disposition: GRS-6/4 and 6/1.</i></u></p> <p>(a) Vouchers (SF-1129) with supporting documents and material documenting changes in fund amounts, such as SF-1191 and SF-211. N, R, S - Destroy 6 years and 3 months after period of the account.</p> <p>(b) General correspondence and other material related to operation of the fund. N, R, S, A, F - Destroy cashier designations and documents which verify or audit the fund 3 years after revocation, cancellation, verification, or audit, as applicable. Destroy remaining material when 3 years old or when no longer needed for reference, whichever is later. Cashiers will retain copies of drafts and draft control register for 3 years after the close of the FY in which they were written.</p>
<p>250-13-15 MEETINGS - IN-SERVICE</p>	<p>General correspondence and related material pertaining to approvals for NRCS in-service meetings. Case file Form NRCS-FNM-72, Request for Meetings or Attendance, by date, as needed.</p> <p><u><i>Disposition: Same as 250-13.</i></u></p>
<p>250-13-16 MEETINGS - EXTERNAL</p>	<p>General correspondence and related material pertaining to approvals for meetings sponsored by sources outside NRCS. Case file Form NRCS-FNM-72, Request for Meeting or Attendance, or NRCS-FNM-35, Request for Travel Authorization, by employee's name in alphabetical order in one case file folder by fiscal year. Case file other material related to these meetings as appropriate.</p> <p><u><i>Disposition: Same as 250-13.</i></u></p>
<p>250-13-17 PAYMENTS</p>	<p>General correspondence and related material pertaining to payments. Case file Miscellaneous Payment System (MISCPAY) vouchers in reverse numerical sequence by FY. Case file active and inactive Forms NRCS-FNM-116, Voucher Register, separately by payee's name in alphabetical order. Case file other material related to payments as appropriate.</p> <p><u><i>Disposition: GRS-6/1 and 2/18.</i></u></p> <p>(a) Forms NRCS-FNM-116. N, R, S - Destroy 6 years after the date of last entry.</p> <p>(b) Remaining material, including forms or lists reporting cost-share</p>

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	<p>payments to producers.</p> <p>N, R, S - Destroy when 4 years old.</p>
<p>250-13-18 TIMEKEEPING</p>	<p>General correspondence and related material pertaining to time-keeping. Case file Forms NRCS-FNM-320, Time and Attendance Input Record, Forms FNM-320A, Maxiflex Sign In/Sign Out Record and PC-TARE printout, by employee's name and leave year in alphabetical order. Case file PC-TARE floppy disks for backup master record and transmit file numerically in reverse order by pay period number. Case file Forms AD-343, Request for Payroll Action; Forms AD-581, Lump-Sum Leave or Compensatory Time Reports; in separate "open" case files and then in "closed" case files after NFC has processed documents. See 330-21 for summary printouts.</p> <p><u>Disposition: GRS-2/2 and GRS 2/3.</u></p> <p>(a) Correspondence and other material not elsewhere described.</p> <p>N, R, S, A, F - Destroy when 2 years old.</p> <p>(b) Time-keeping documents, payroll action requests, etc.</p> <p>N, R, S, A, F - Destroy the payroll office copies of AD-343 and AD-581, 1 year after leave year created, or when no longer needed for reference, not to exceed 3 years. File the original copy of AD-581 in OPF. Destroy original copies of NRCS-FNM-320, NRCS-FNM-320A, and PC-TARE printouts when 6 years old. Destroy PC-TARE printouts when 6 years old. Destroy PC-TARE floppy disks for backup when 1 year old and transmit disks when 1 month old.</p> <p>(c) Payroll action requests, lump sum leave payments, and compensatory time payments.</p> <p>N, R, S - Destroy payroll office copies of forms AD-343 and AD-581 1 year after leave year created or when no longer needed for reference; not to exceed 3 years.</p>
<p>250-13-19 TRAVEL</p>	<p>General correspondence and related material pertaining to travel by employees, dependents, or others authorized to travel. Case file administrative office copy of Form AD-616, Travel Voucher, by employee's name in alphabetical order; Form SF-1169, U.S. Government Transportation Request, by numerical sequence; Form AD-202, Travel Authorization, by employee's name in alphabetical order; Forms AD-615, Application for Advance of Funds, by employee's name in alphabetical order. Other offices may file such material as appropriate to meet their needs.</p> <p><u>Disposition:</u></p> <p>GRS-9/3, N, R, S, A, F - Destroy administrative office files when 3 years old. Destroy other copies of these records when funds are obligated, or when no longer needed for reference.</p>
<p>260 PUBLIC INFORMATION</p>	<p>General records and reports relating to the creation, dissemination, and use of materials designed to help the public understand conservation of soil, water, and related resources and NRCS programs and assistance.</p> <p><u>Disposition:</u></p> <p>In accordance with instructions for specific material described by the following related subjects.</p>

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260-11 AUDIOVISUAL AND VISUAL	<p>Records pertaining to motion pictures, videos, compact discs, slide presentations, slide sets, filmstrips, exhibits, charts and posters, displays, overhead transparencies, NRCS policies and procedures, statements of technical materials, etc.</p> <p><u>Disposition: GRS-21</u> N, R, S, A, F - Destroy when 1 year old or when no longer needed for administrative use.</p>
260-12 BROADCASTING ACTIVITIES	<p>Scripts of radio and television presentations, copies of radio programs, compact discs, tapes, and videotapes and records of their creation, use, and distribution, public service announcements, current list of media contacts, future program ideas and references, etc. Establish case files as necessary. <u>See also</u> 260-24.</p> <p><u>Disposition: NRCS/CRS-21.</u> N, R, S, A, F - Destroy scripts 1 year after use. Destroy remaining material when 3 years old, or when no longer needed for administrative use.</p>
260-13 EDUCATIONAL RELATIONS	<p>Records of cooperative educational programs and projects with youth and adult groups, education agencies and organizations, and other State and Federal Government agencies, including kind and extent of NRCS assistance planned and provided. Includes material pertaining to current status, needs, plans, methods of approach, programs, and available materials for initiating and maintaining environmental education efforts with schools, educational institutions, and others. Also includes records and materials on outdoor classrooms, conservation district education policies and programs related to education, sample conservation education activities, programs, reading lists, and curricula relating to environmental education. Establish case files by group, organization, or agency assisted; or by the type or nature of material provided or needed.</p> <p><u>Disposition: NRCS/CRS-17.</u> N, R, S, A, F - Destroy when 3 years old.</p>
260-14 HISTORY	<p>Records reflecting the history of NRCS, including special evidence about significant developments in conservation and changes in the role of NRCS.</p> <p><u>Disposition: NRCS/CRS-19.</u></p> <ol style="list-style-type: none"> 1. N - <u>Permanent</u>. Transfer to FARC when 3 years old. Offer to NARA when 15 years old. 2. R, S, A, F - Transfer to FARC when 3 years old. Destroy when 15 years old.
260-15 INFORMATION CAMPAIGNS, AWARDS, SPECIAL EVENTS	<p>Complete packages of materials for each information campaign and evaluations of effects of those campaigns; plans and ideas for future campaigns on specific subjects; follow-up actions after campaign; written, photographic, and video digital records of special conservation events, including preparation of publicity, plans, and objectives; records of participation in land judging and other contests; awards, including recognition of any kind for excellence in some aspect of conservation work.</p> <p><u>Disposition: NRCS/CRS-17.</u> N, R, S, A, F - Destroy when 3 years old.</p>
260-16 MANUSCRIPTS	<p>Published and unpublished manuscripts, including manuscripts prepared by NRCS personnel or cleared through NRCS for comment and intended for publication by NRCS or private firms; all correspondence and clearance forms on manuscripts;</p>

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	<p>policy and procedure for manuscript clearance; and published soil surveys.</p> <p><u>Disposition: NRCS/CRS-21 and 46.</u></p> <p>(a) Manuscripts (NRCS/CRS-21).</p> <p>N, R, S, A, F - Destroy published manuscripts 1 year after publication. Destroy unpublished manuscripts when 3 years old.</p> <p>(b) Soil survey reports and published soil surveys (NRCS/CRS-46).</p> <ol style="list-style-type: none"> 1. N - <u>Permanent</u>. Offer to NARA annually. 2. R, S, A, F - Destroy when updated and revised.
260-17 MEDIA RELATIONS	<p>Records of current contacts for all media; approximate extent and kind of audience reached by the different media; working references on approaches and procedures for use with different media.</p> <p><u>Disposition:</u></p> <p>Non-record material. Destroy when obsolete or superseded.</p>
260-18 NEWSLETTERS (NRCS)	<p>Copies of NRCS Chief's "Current Developments" letter, "NRCS This Week," State office newsletters, and other general newsletters.</p> <p><u>Disposition: NRCS/CRS-16.</u></p> <ol style="list-style-type: none"> 1. N - Destroy record copy of "Current Developments," "NRCS This Week," and related supporting or background material when 3 years old. Destroy other material when 1 year old. 2. R, S, A, F - Destroy newsletter when 1 year old or no longer needed for reference, whichever is sooner.
260-19 NEWS RELEASES	<p>News deadlines for radio, TV, and print media; news release style guides; copies of news releases from the issuing office and relevant NRCS national releases; and clippings or other evidence of release use.</p> <p><u>Disposition: NRCS/CRS-14.</u></p> <ol style="list-style-type: none"> 1. N - Destroy when 2 years old. 2. R, S, A, F - Destroy when 1 year old or when no longer needed for reference.
260-20 PHOTOGRAPHY	<p>General material pertaining to still or motion photography and the processing, handling, and filing of color transparencies, black and white photographs, and negatives. Includes procedures and requirements pertaining to photo captions and related identifications. File photographs and negatives at this file location, or in 5x8 cabinets, or in binders.</p> <p style="text-align: center;"><i>NOTE: No master subject index for filing photographs is being prescribed for all offices. States are encouraged to develop and prescribe a system for use by organizational units under their supervision.</i></p> <p><u>Disposition: NRCS/CRS-24.</u></p> <ol style="list-style-type: none"> 1. N - <u>Permanent</u>. Offer to NARA when 20 years old. 2. R, S, A, F - Destroy when no longer needed for informational use.
260-21 PRINTING AND BINDING	<p>Material pertaining to the development and implementation of policies, regulations, and procedures for obtaining printing and binding work (does not include</p>

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	<p>duplication services) from commercial sources and the Government Printing Office. Includes the semiannual commercial printing report and the annual report.</p> <p><u>Disposition: NRCS/CRS-21.</u></p> <p>N, R, S, A, F - Destroy material relating to services obtained 1 year after completion of order. Destroy remaining material when no longer needed for administrative use.</p>
260-22 PUBLICATIONS	<p>Record copies of finished publications, except for those described under 260-16 and 290-11-13. Original artwork is to be retained until no longer needed for reprints. Negatives of photographs printed in publications are filed under 260-20.</p> <p><u>Disposition: NRCS/CRS-20.</u></p> <p>(a) Published by NRCS at the national level.</p> <p>N - Permanent. Transfer to FARC when 3 years old. Offer to NARA when 10 years old.</p> <p>(b) Published by NRCS below the national level.</p> <p>R, S, A, F - Destroy when no longer needed for informational use.</p>
260-23 PUBLICATIONS DISTRIBUTION	<p>Current list of available NRCS publications; requests, inquiries, and replies thereto; records of distribution of NRCS publications; including cumulative annual records of the number of copies received, number distributed, and remaining copies in stock; and other information required for national annual publications inventory report. Does not include FOIA requests. See 120-21-11.</p> <p><u>Disposition: NRCS/CRS-18 and 23.</u></p> <p>N, R, S, A, F - Destroy publication requests and inquiries, with replies forwarding publications, 3 months after reply (NRCS/CRS-18). Destroy remaining material when 3 years old or when no longer needed for reference, whichever is sooner.</p>
260-24 SPEECHES	<p>Copies of speeches prepared together with requests for preparation and delivery; copies of speeches by NRCS personnel, the Secretary of Agriculture, and members of Congress that affect NRCS activities; and speech ideas and notes for future use.</p> <p><u>Disposition: NRCS/CRS-15.</u></p> <p>(a) Official copy of speeches by Chief, Associate Chief, Assistant Chiefs, or Deputy Chiefs.</p> <p>N - <u>Permanent</u>. Offer to NARA when 10 years old.</p> <p>(b) Copies of above, and all other speeches.</p> <p>N, R, S, A, F - Destroy when 2 years old.</p>
260-25 EARTH TEAM PROGRAM	<p>General records pertaining to success stories, news articles, logo slicks and other promotional items relating to the Earth Team or volunteer services. Included are business plans/plan of work, volunteer referral information, newsletters, and campaign information or other volunteer project information.</p> <p><u>Disposition: Submit SF-115</u></p>

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270 INFORMATION RESOURCES MANAGEMENT	<p>Material relating to the development and implementation of policy and procedures for information management activities. Includes material related to establishing and managing databases of resource or management information; sources and capabilities of equipment to store, tabulate, and display data; and to information management activities in general as further described under the following subjects.</p> <p style="text-align: center;"><i>NOTE: Records and correspondence pertaining to directives, forms, records, and reports are to be filed under Title 120.</i></p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subject.</p>
270-11 MODEL COORDINATION	<p>Correspondence and material pertaining to formulation and recommendation of policy and procedures relating to the coordination of analytical models. May include material relating to intra- and interagency coordination activities, including workshops, reviews, and related data collection activities.</p> <p><u>Disposition: NRCS/CRS-106.</u> N, R, S - Destroy when 5 years old.</p>
270-12 SYSTEMS PLANNING	<p>Correspondence and material pertaining to the formulation and recommendation of policy, standards, and procedures relating to the preparation, maintenance, technology acquisitions, and updating of information resources management plans. Includes material relating to coordinated planning efforts involving the Department and other Federal, State, and local agencies. Does not include material pertaining to multiyear plans and annual business plans which are described under 330-16.</p> <p><u>Disposition: NRCS/CRS-106.</u> N, R, S - Destroy when 5 years old.</p>
270-13 TECHNICAL REVIEWS	<p>Correspondence and material pertaining to technical reviews of proposed hardware and software system or system components. Includes such material as requirements and specifications, costs and benefits of proposed systems, justifications, and completed Forms NRCS-MGT-20.</p> <p><u>Disposition: NRCS/CRS-106.</u> N, R, S - Destroy when 5 years old.</p>
270-14 SECURITY	<p>Correspondence and material pertaining to formulation and implementation of policy, standards, and procedures relating to security of information resources management systems. Includes such material as authorizations for computer center access, plans, and procedures for physical security, and security of data files and records.</p> <p><u>Disposition: NRCS/CRS-106.</u> N - <u>Permanent</u>. Transfer to FARC when 5 years old. Offer to NARA when 10 years old.</p>
270-15 EQUIPMENT TECHNOLOGY AND OFFICE AUTOMATION	<p>Correspondence and material pertaining to formulation and recommendation of policy, standards, and procedures relating to the selection, use, and management of information technology hardware and office automation equipment. Includes material pertaining to equipment types, configurations, uses, and acquisition recommendations.</p> <p><u>Disposition: NRCS/CRS-106.</u></p>

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	N, R, S - Destroy when 5 years old.
270-16 TELE- COMMUNICATIONS	<p>Correspondence and material pertaining to requests for, and assignment of management of, radio frequencies, use, and restrictions; use of commercial cable, teletype, and similar services; use of FTS and commercial telephone service, facsimile, and other electronic communications equipment; and electronic transmission of text or data originating from and/or word processing equipment. See 120-14 for telephone directory.</p> <p><u>Disposition: NRCS/CRS-111.</u> N, R, S, A, F - Destroy correspondence and other material that is not part of a case file when 2 years old. Destroy case files after file is closed.</p>
270-17 DATABASE MANAGEMENT	<p>Material pertaining to formulation and recommendation of policy, standards, and procedures relating to establishing and managing resource, business, and management information in organized data bases. Includes material pertaining to the storage of automated data and the retrieval and use of such data using automated database management tools and techniques. Case file material for a specific data base, program, etc., as needed.</p> <p><u>Disposition: NRCS/CRS-106 and GRS-20.</u></p> <p>(a) Correspondence and other material pertaining to systems, data files, and documentation. N, R, S - Destroy when 5 years old.</p> <p>(b) Machine-readable files and program documentation not elsewhere described. N, R, S - In accordance with Part I, II, or III of GRS-20, as appropriate. Contact the Director, ITD, for assistance if needed.</p> <p>(c) Source/Input documents (hard copy). N, R, S - In accordance with instructions for such textual records as provided elsewhere in this guide.</p>
270-18 SOFTWARE DEVELOPMENT	<p>Correspondence and material pertaining to formulation and recommendation of policy, standards, and procedures relating to the development, maintenance, and use of software (computer programs). Includes material pertaining to the design and programming of automated systems and the use and applicability of software.</p> <p><u>Disposition: NRCS/CRS-106.</u> N, R, S - Destroy when 5 years old.</p>
270-19 COMPUTER OPERATIONS AND TECHNICAL SUPPORT	<p>Correspondence and material pertaining to formulation and implementation of policy, standards, and procedures relating to the operation of computers and related equipment. Includes material pertaining to standard operating procedures, recommended maintenance schedules, and vendor training in equipment operation and maintenance. Also includes records of maintenance performed on telecommunications equipment.</p> <p><u>Disposition: NRCS/CRS-106.</u> N, R, S - Destroy when 5 years old.</p>

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<p>270-20 COMPUTER CENTER LIAISON</p>	<p>Correspondence and material pertaining to operation of outside computer centers operated by the Department, other agencies, or State and university facilities. Includes material pertaining to equipment, operating systems, access procedures, fee schedules, and training material specifically related to an individual computer center.</p> <p><u>Disposition: NRCS/CRS-106</u> N, R, S Destroy when 5 years old.</p>
<p>280 INTERNATIONAL CONSERVATION</p>	<p>General records pertaining to policies and programs for the conservation of natural resources worldwide. This may include technical assistance efforts, scientific and technical exchanges, international meetings, and training and observational visits of foreign nationals. As necessary, arrange case files by country or project.</p> <p><u>Disposition: NRCS/CRS-137 and 138.</u></p> <ol style="list-style-type: none"> 1. N - Transfer to FARC when 3 years old. Destroy when 10 years old. 2. R, S, A, F - Destroy when 3 years old.
<p>290 RESOURCES INVENTORY</p>	<p>General records pertaining to the collection and presentation of resource data to reflect the extent, status, use, and condition of each resource; and the relationships of one resource to another. <u>See also</u> 140.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>
<p>290 INVENTORY</p>	<p>Resource inventories such as Potential Cropland Inventory, National Resources Inventory, Conservation Needs Inventory, etc. Includes correspondence, instructions, worksheets, and documents concerning the above.</p> <p><u>Disposition: NRCS/CRS-102, 103, 104, and 105.</u></p> <ol style="list-style-type: none"> (a) Correspondence and related background or other material (except machine-readable fields) relating to the inventory or monitoring of soil, water, and related resources; including special inventories (NRCS/CRS-102, 103, 104). See also 170-16 for filing and disposition of cartographic material related to these functions. <ol style="list-style-type: none"> 1. N - Maintain current inventories and monitoring reports. Transfer outdated and one-time inventories (NRCS/CRS-102) or reports (NRCS/CRS-103) to FARC when 3 years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the inventory is prepared. 2. R, S, A, F - Maintain current inventories and monitoring reports. Destroy outdated and one-time inventories or reports when 10 years old or when no longer needed for reference, whichever is sooner. Destroy correspondence and background material when a complete revision of an inventory is prepared, or the inventory is destroyed. (b) Machine-readable master files of survey data and a copy of each published map, atlas, portfolio, photomap, etc. (NRCS/CRS-105). N - <u>Permanent</u>. Offer machine-readable master files to NARA upon completion of survey.

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	<p>(c) Published inventories (NRCS/CRS-105).</p> <p>N, R, S, A, F - <u>Permanent</u>. Offer a copy of inventories not printed by GPO to NARA immediately. Destroy other copies, and copies printed by GPO, when no longer needed for reference.</p>
290-11-11 PRIME AND IMPORTANT FARMLAND INVENTORY MAPS	<p>Status of maps, guidelines, procedures. Correspondence, progress reports, and file copies of prime and important farmland maps.</p> <p><u>Disposition: See 290-11.</u></p>
290-11-12 RESOURCE STUDIES	<p>All materials outside the scope of ongoing inventories that require study or testing. Examples are testing Universal Soil Loss Equation (USLE) and determining effects of organics on soil tilth and water supply capacity.</p> <p>Disposition: See 290-11.</p>
290-11-13 RESOURCE DATA FILES	<p>Copies of published reports such as Conservation Needs Inventories, Potential Cropland Study, National Resources Inventory, etc. Case file as needed.</p> <p><u>Disposition: See 290-11.</u></p>
290-11-14 TREND DATA	<p>Includes correspondence, documentation, and reports related to natural resource trends, land use data, etc.</p> <p><u>Disposition: See 290-11.</u></p>
290-12 MONITORING	<p>Correspondence and related materials pertaining to activities for monitoring various events such as drought, flood, volcanoes, and tornadoes that could affect resource availability or use.</p> <p><u>Disposition: See 290-11.</u></p>
290-12-11 WIND EROSION	<p>Material pertaining to data collection and reporting of wind erosion conditions. Includes copies of reports unless case filed.</p> <p><u>Disposition: See 290-11.</u></p>
290-12-12 SNOW SURVEYS	<p>Correspondence, reports, reviews, operational procedures, material, and data related to snow course aerial marker and soil moisture stations. Includes maps, soil moisture data, photo canopy data, and basic hydrometeorological data relating to individual courses. Water supply forecasts prepared from snow survey data are filed under 210-18.</p> <p><u>Disposition: NRCS/CRS-93.</u></p> <ol style="list-style-type: none"> 1. S - Transfer to FARC 3 years after snow course abandonment. Destroy 8 years after snow course abandonment. 2. N, R, A, F - Destroy 5 years after snow course abandonment.
290-12-13 COMPARATIVE DATA	<p>Material documenting trends or changes in functions, activities, or resources. Includes statistical data, photographs, reports, and the projections assumed from such data.</p> <p><u>Disposition: See 290-11.</u></p>

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300 LAND TREATMENT PROGRAM	<p>Records relating to land treatment programs or activities directed to individual land users. Includes FSA-assisted programs, Great Plains Conservation Program (GPCP), reclamation programs, drought or other emergency programs, and various special programs that provide land treatment cost-sharing or technical assistance. Does not include FSA.</p> <p><u><i>Disposition: NRCS/CRS-28.</i></u></p> <ol style="list-style-type: none"> 1. N - <u>Permanent</u>. Transfer to FARC when 10 years old. Offer to NARA when 15 years old. 2. R, S, A, F - Destroy when 10 years old or when no longer needed for reference, whichever is sooner; except record (as determined by State) of GPCP county programs and related cost-share data for a given year must be retained 3 years beyond termination or expiration of all contracts signed that year. <p><i>NOTE: Similar program and cost-share data pertaining to activities other than GPCP must be retained 3 years after all related contracts have expired or terminated. GPCP, RAMP, LTA, and similar contract case files may contain material such as conservation planning notes, schedules of operations, record of decisions, plan map, soils map, design or installation notes for engineering practices, etc., which should be incorporated in files under 180-12-11 or 210-11.</i></p>
300-11 FSA-ASSISTED ACTIVITIES	<p>Includes relations with FSA relative to program development and implementation (ACP, CRP, LTA's, etc.), practice approvals, data relating to cost-share rates, and records of technical assistance provided by NRCS. File fund transfer or reimbursement agreements under 120-12. Case file Forms, AD-862, and Long-Term Agreements EITHER alphabetically, by program year, by servicing area (see 120-11-11-13), OR with individual conservation plans. The system used should be uniform within an administrative area or State. Tertiary subjects as described under 300-13 may be used here, as needed.</p> <p><u><i>Disposition: See 300.</i></u></p>
300-12 EMERGENCY CONSERVATION PROGRAM (ECP)	<p>Material similar to that described under 300-11 that pertains to ECP measures, practices, and program operations. Also includes material relating to program scope and applicability in selected locations. File agreements and Forms, and AD-862 as described under 300-11. Tertiary subjects as described under 300-13 may be used here, as needed.</p> <p><u><i>Disposition: See 300.</i></u></p>
300-13 GREAT PLAINS CONSERVATION PROGRAM (GPCP) -	<p>Records relating to policy, procedure, and implementation of the Great Plains Conservation Program. Includes designation of county eligibility, development and approval of county programs and average costs, and general operating instructions. File individual contracts under 120-11-11-13, or reference to that location if maintained in a separate file. <u>See also</u> the NOTE under 300.</p> <p><u><i>Disposition: See 300.</i></u></p>
300-13-11 ASSISTANCE	<p>Records pertaining to priorities of assistance, eligibility, limitations, applications, control of operating units, leased land, etc. Establish separate case files of applications (AD-862, LTA, etc., as applicable to a program) for "served" and "unserved" applications. "Served" applications may become part of a contract</p>

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	<p>case file.</p> <p><i><u>Disposition: See 300.</u></i></p>
300-13-12 AVERAGE COSTS	<p>General records pertaining to data collection and summarization procedures; constitution of identifiable units; cost data, sources, and information; etc.</p> <p><i><u>Disposition: See 300.</u></i></p>
300-13-13 CONSERVATION PRACTICES	<p>General records pertaining to practice definitions and specification, selection, eligibility, maintenance, etc. Case file by county and effective period, as needed.</p> <p><i><u>Disposition: See 300.</u></i></p>
300-13-14 COST-SHARING	<p>General records pertaining to regulations, policy, and procedures for cost-sharing, limitations, certifications of performance, restoration of practices, applications for payment, etc.</p> <p><i><u>Disposition: See 300.</u></i></p>
300-13-15 COUNTY DESIGNATIONS	<p>Records pertaining to application and approval of counties for participation in the GPCP. Includes designations by the Chief.</p> <p><i><u>Disposition: See 300.</u></i></p>
300-13-16 COUNTY PROGRAMS	<p>General records pertaining to county programs, format, contents, amendments, approvals, etc. Case file records pertaining to specific county programs. Includes recommendation and approval letters, approved programs, amendments, reviews, etc. Separate folders may be maintained by effective period for each county.</p> <p><i><u>Disposition: See 300</u></i></p>
300-13-17 VIOLATIONS	<p>Records pertaining to alleged or actual violations of GPCP contracts, procedural and interpretative information, and instructions.</p> <p><i><u>Disposition: See 300.</u></i></p>
300-14 RURAL ABANDONED MINE PROGRAM (RAMP)	<p>Records pertaining to activities directed to restoring or reclaiming land to prevent or correct environmental degradation. Includes procedures and criteria for determining eligibility for assistance, applicability, limitations, etc., and related State or local regulations or restoration program standards. <u>See also</u> 190-20. Tertiary subjects as described under 300-13 may be used here as needed.</p> <p><i><u>Disposition: See 300.</u></i></p>
300-15 SPECIAL PROGRAMS	<p>Records relating to various special programs such as drought assistance, State cost-sharing, critical area treatment, etc. Tertiary subjects described under 300-13 may be used here as needed.</p> <p><i><u>Disposition: See 300.</u></i></p>
300-16 WATER BANK PROGRAM (WBP)	<p>Records relating to all aspects of program operations. Includes program development and implementation procedures, eligibility criteria, applicability, etc. File individual contracts under 120-11-11-13, or reference that location if filed</p>

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	<p>separately. Tertiary subjects as described under 300-13 may be used here as needed.</p> <p><u><i>Disposition: See 300.</i></u></p>
<p>300-17 RURAL CLEAN WATER PROGRAM (RCWP) -</p>	<p>Records pertaining to development and implementation of policy and procedures for program activities. May include material such as eligibility, limitations, cost-sharing, etc. Tertiary subjects described under 300-13 may be used here as needed. See 460 for project activity pertaining to water quality.</p> <p><u><i>Disposition: See 300.</i></u></p>
<p>300-18 FORESTRY INCENTIVES PROGRAM (FIP)</p>	<p>Records pertaining to providing financial assistance toward tree planting, timber stand improvements, and related practices on non-industrial private forest lands. Also includes material related to program development and implementation procedures, eligibility criteria, applications, cost share levels, program accomplishments, follow-up, etc. File individual contracts under 120-11-11-13, or reference to that location if maintained in a separate file.</p> <p><u><i>Disposition: Submit SF-115</i></u></p>
<p>300-19 ENVIRONMENTAL QUALITY INCENTIVES PROGRAM (EQIP)</p>	<p>Records pertaining to policy, procedure, implementation of the Environmental Quality Incentives Program. The program offers financial, educational, and technical assistance to plan and install structural, vegetative and management practices called for in 5 to 10 year contracts for most agricultural land uses. Includes designation of priority areas, program development, applications, eligibility and ranking criteria, cost share development, status reviews, etc. Also include remaining records of the Colorado River Basin Salinity Control (CRBSC) Program. File individual contracts under 120-11-11-13, or reference to that location if maintained in a separate file.</p> <p><u><i>Disposition: Submit SF-115</i></u></p>
<p>300-20 WETLANDS RESERVE PROGRAM (WRP)</p>	<p>Records pertaining to restoring and protecting wetlands on private lands. Also includes material related to program development and implementation procedures, eligibility, easement acquisition procedures, permanent easements, 30-year easements, restoration cost-share agreement, applications, ranking criteria, average cost procedures, practices, contracts, status reviews, cooperating agencies, etc. File individual contracts and easements documents under 120-11-11-13, or reference to that location if maintained in a separate file.</p> <p><u><i>Disposition: Submit SF-115.</i></u></p>
<p>300-21 WILDLIFE HABITAT INCENTIVES PROGRAM (WHIP)</p>	<p>Records pertaining to primarily assisting individuals who want to develop and improve wildlife habitat primarily on private lands. It provides both technical assistance and cost-share payments to help establish and improve fish and wildlife habitat. Also includes material related to program development and implementation procedures, eligibility, applications, development of average costs, cost-share development, practices, plans, status reviews, etc. File individual contracts and easement documents under 120-11-11-13, or reference to that location if maintained in separate file.</p> <p><u><i>Disposition: Submit SF-115</i></u></p>

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300-22 CONSERVATION FARM OPTION (CFO)	<p>Records pertaining to the providing of single contract, conservation plan, and payment for implementation of innovative and environmentally sound methods for addressing natural resource concerns and results in the consolidation of payments that would have been available under the Conservation Reserve Program, the Wetlands Reserve Program, Colorado River Basin Salinity Control, and the Environmental Quality Incentives Program. Also includes material related to program development and implementation procedures, eligibility, applications, cost-share development, practices, plans, status reviews, etc. File individual contracts and easement documents under 120-11-11-13, or reference to that location if maintained in a separate file.</p> <p><u><i>Disposition: Submit SF-115</i></u></p>
300-23 DEBT CANCELLATION CONSERVATION CONTRACT “ DEBT FOR NATURE”	<p>Records pertaining to a program that provides an opportunity for certain Farm Service Agency borrowers to enter into contracts to cancel a portion of their indebtedness with USDA in exchange for devoting all or a portion of their eligible acreage for conservation, recreation, or wildlife purposes. Also includes material related to program development and implementation procedures, eligibility applications, practices, plan/contract, status reviews etc. File individual contracts and easement documents under 120-11-11-13, or reference to that location if maintained in a separate file.</p> <p><u><i>Disposition: Submit SF-115</i></u></p>
300-24 GRAZING LANDS CONSERVATION INITIATIVE (GLCI)	<p>Records pertaining to providing technical assistance in voluntary partnerships with land users to improve management and condition of private grazing on agricultural lands. Also includes material related to program development and implementation procedures, practices, cooperation with other units of government, etc.</p> <p><u><i>Disposition: Submit SF-115</i></u></p>
300-25 FARMLAND PROTECTION PROGRAM (FPP)	<p>Records pertaining to a program that helps farmers keep their land in agriculture. This program provide funding to State, local or tribal entities with existing farmland protection programs to purchase conservation easements or other interests. Also includes material related to program development and implementation procedures, eligibility, applications, conservation plan, perpetual easement, easements of 30 years or more, cooperative arrangements with State, local, or tribal entities, etc. File individual agreements and easement documents under 120-11-11-13, or reference to that location if maintained in separate file.</p> <p><u><i>Disposition: Submit SF-115</i></u></p>
<div style="background-color: black; color: white; padding: 5px; text-align: center;"> 310 LAND USE </div>	<p>Material pertaining to the development and implementation of policy and procedure for the retention of important farmlands, forest lands, and wetlands. Includes developing land use planning techniques, determining needs, and evaluating progress.</p> <p><u><i>Disposition: NRCS/CRS-30 and 31.</i></u></p> <p style="margin-left: 40px;">(a) Policy, procedures, instructions, and related material pertaining to NRCS land use responsibilities (NRCS/CRS-30).</p> <ol style="list-style-type: none"> 1. N - <u>Permanent</u>. Transfer to FARC 5 years after program completion. Offer to NARA when 10 years old. 2. R, S, A, F - Destroy when 5 years old. <p style="margin-left: 40px;">(b) General records NOT pertaining to a particular project, area, or work</p>

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	<p>plan (NRCS/CRS-31).</p> <ol style="list-style-type: none"> 1. N - Destroy when 3 years old. 2. R, S, A, F - Destroy when 1 year old.
310-11 ASSISTANCE	<p>Materials relating to assistance provided to private land users and owners, and to USDA staff regarding land use. Includes material described by the following tertiary subjects which may be used, as needed.</p> <p style="text-align: center;"><i><u>Disposition: Same as 310</u></i></p>
310-11-11 SITE EVALUATIONS	<p>Material relating to systems for evaluating agricultural lands and those for use in rating areas or sites for agricultural viability.</p> <p style="text-align: center;"><i><u>Disposition: Same as 310</u></i></p>
310-11-12 LAND RETENTION	<p>Material relating to protection and retention of agricultural lands (prime farmlands, croplands, etc.) at all levels of government. Includes material pertaining to the Farmland Protection Policy Act (PL 97-98) and AD-1006, Farmland Conversion Impact Rating. Case file other types of requests for farmland determinations and land evaluation information.</p> <p style="text-align: center;"><i><u>Disposition: Same as 310</u></i></p>
310-11-13 COASTAL ZONE MANAGEMENT	<p>Material relating to program development, Federal review process, and assistance to States to guide the development of coastal areas. Also includes material relating to Coastal Barriers Resource Systems.</p> <p style="text-align: center;"><i><u>Disposition: Same as 310</u></i></p>
310-11-14 LAND USE EDUCATION	<p>Activities that inform landholders, governing officials, and the general public about national, State, or local land use issues. Does not include material relating to environmental education as described under 260-13-11.</p> <p style="text-align: center;"><i><u>Disposition: Same as 310</u></i></p>
310-11-15 LAND EVALUATION AND SITE ASSESSMENT (LESA)	<p>Material pertaining to the development and collection of land use data and related uses made of such information.</p> <p style="text-align: center;"><i><u>Disposition: Same as 310</u></i></p>
310-11-16 NATIONAL AGRICULTURAL LANDS STUDY (NALS)	<p>Material pertaining to the implementation of the NALS recommendations.</p> <p style="text-align: center;"><i><u>Disposition: Same as 310</u></i></p>
310-11-17 NATURAL RUBBER PROGRAM	<p>Material pertaining to the development of a domestic natural rubber program based on cultivation and extraction of rubber from guayule or other hydrocarbon-containing plants.</p> <p style="text-align: center;"><i><u>Disposition: Same as 310</u></i></p>
310-11-18 STRATEGIC AND ESSENTIAL MATERIALS	<p>Material relating to the program to commercialize the production of agricultural commodities that supply strategic and essential industrial materials or that replace</p>

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	<p>petrochemical feedstocks in manufacturing.</p> <p>Disposition: Same as 310</p>
<p>310-12 COMMUNITY PLANNING</p>	<p>Materials relating to assistance provided to local governments in the development of programs within their jurisdiction to achieve a predetermined objective of community, physical, social, and economic structure.</p> <p><u>Disposition: NRCS/CRS-30 and 31.</u></p> <p>(a) Policy, procedures, instructions, and related material pertaining to NRCS land use responsibilities (NRCS/CRS-30).</p> <ol style="list-style-type: none"> 1. N - <u>Permanent</u>. Transfer to FARC 5 years after program completion. Offer to NARA when 10 years old. 2. R, S, A, F - Destroy when 5 years old. <p>(b) General records NOT pertaining to a particular project, area, or work plan (NRCS/CRS-31).</p> <ol style="list-style-type: none"> 1. N - Destroy when 3 years old. 2. R, S, A, F - Destroy when 1 year old.
<p>310-13 TAXATION</p>	<p>Material relating to Federal, State, and local programs authorizing property assessments based on value for use. Also includes inheritance, property, and income tax provisions as they relate to land use decisions, and programs providing advantage to landowners for voluntary actions related to use of lands.</p> <p><u>Disposition:</u></p> <p>Non-record material. Destroy when no longer needed.</p>
<p>310-14 FLOOD PLAIN MANAGEMENT</p>	<p>Material relating to program development and activities by State and local governments to preserve, restore, or control encroachment and development within flood plains. Does not include described under 150-12.</p> <p>Also See 190-13-14-14</p> <p><u>Disposition:</u></p> <p>Non-record material. Destroy when updated material is received.</p>
<p>310-15 LAND USE PLANNING</p>	<p>Material relating to governmental action to guide development on public and private lands.</p> <p><u>Disposition:</u></p> <p>Non-record material. Destroy when no longer needed.</p>
<p>310-16 LAND USE POLICY</p>	<p>Policy of Federal, State, and local governments relative to use of land; including materials pertaining to policy formulation, testing, and implementation. Establish case files as needed.</p> <p><u>Disposition: NRCS/CRS-30 and 31.</u></p> <p>(a) Policy, procedures, instructions, and related material pertaining to NRCS land use responsibilities (NRCS/CRS-30).</p> <ol style="list-style-type: none"> 1. N - <u>Permanent</u>. Transfer to FARC 5 years after program completion. Offer to NARA when 10 years old. 2. R, S, A, F - Destroy when 5 years old. <p>(b) General records NOT pertaining to a particular project, area, or work</p>

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	<p>plan (NRCS/CRS-31).</p> <ol style="list-style-type: none"> 1. N - Destroy when 3 years old. 2. R, S, A, F - Destroy when 1 year old.
310-17 REGIONAL PLANNING	<p>Material relating to planning for multiple units of local or State governments such as planning or zoning commissions.</p> <p><u>Disposition: NRCS/CRS-30 and 31.</u></p> <p>(a) Policy, procedures, instructions, and related material pertaining to NRCS land use responsibilities (NRCS/CRS-30).</p> <ol style="list-style-type: none"> 1. N - <u>Permanent</u>. Transfer to FARC 5 years after program completion. Offer to NARA when 10 years old. 2. R, S, A, F - Destroy when 5 years old. <p>(b) General records NOT pertaining to a particular project, area, or work plan (NRCS/CRS-31).</p> <ol style="list-style-type: none"> 1. N - Destroy when 3 years old. 2. R, S, A, F - Destroy when 1 year old.
310-18 DEVELOPMENT RIGHTS	<p>Governmental programs to permit transfer of development opportunities from one parcel to another under rules established by local government.</p> <p><u>Disposition:</u></p> <p>Non-record material. Destroy when no longer needed.</p>
320 LEGISLATIVE AFFAIRS	<p>Material pertaining to draft legislation, testimony, bills, or reports pending before Congress. Includes public laws and legislative activities at the national, State, and local level.</p> <p><u>Disposition:</u></p> <p>In accordance with instructions for specific material described in the following tertiary subjects.</p>
320-11 FEDERAL LAW	<p>Excerpts from the United States Statutes, the United States Code, Executive Orders, and public laws.</p> <p><u>Disposition:</u></p> <p>Reference files relating to Federal, State, or local laws that govern operations and policies of NRCS.</p> <p>N, R, S, A, F - Destroy when superseded.</p>
320-12 LEGISLATIVE ACTION	<p>Bills, reports, statements, abstracts, and other material relating to legislation prior to enactment.</p> <p><u>Disposition: NRCS/CRS-141.</u></p> <p>(a) Correspondence, draft legislation, comments, background material, etc., relating to proposed and enacted legislation affecting NRCS programs and policies. Includes records of hearings and testimonies.</p> <ol style="list-style-type: none"> 1. Federal legislation. <p>N, R, S - Destroy material relating to proposed legislation when 5 years old. Destroy material relating to enacted legislation when 3</p>

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	<p>years old.</p> <p>2. State or local legislation.</p> <p>N, R, S - Destroy material relating to proposed legislation when 5 years old. Destroy material relating to enacted legislation when 2 years old.</p> <p>(b) Legislative reports and programs, Record Highlights, Digest of Congressional Proceedings, etc.</p> <p>N, R, S, A, F - Destroy when 2 years old.</p>
320-13 LEGISLATIVE CONTACTS	<p>Case file correspondence by member of Congress or legislature, including requests from members, information provided, and other materials relating to the member's interest in conservation.</p> <p><u><i>Disposition: See XXX-6.</i></u></p>
320-14 STATE AND LOCAL LAW	<p>Laws and Executive Orders that have been passed or issued at the State and local levels.</p> <p><u><i>Disposition: NRCS/CRS-14L.</i></u></p> <p>(a) Correspondence, draft legislation, comments, background material, etc., relating to proposed and enacted legislation affecting NRCS programs and policies. Includes records of hearings and testimonies.</p> <p>1. Federal legislation.</p> <p>N, R, S - Destroy material relating to proposed legislation when 5 years old. Destroy material relating to enacted legislation when 3 years old.</p> <p>2. State or local legislation.</p> <p>N, R, S - Destroy material relating to proposed legislation when 5 years old. Destroy material relating to enacted legislation when 2 years old.</p>
330 OPERATIONS MANAGEMENT	<p>Material pertaining to the development and implementation of policy, standards, guidelines, and procedures for management activities. Includes material pertaining to work planning and scheduling, program performance and related reports, evaluations, program reviews and appraisals, and preparation of administrative data to support budget requests and operations management and oversight activities.</p> <p><u><i>Disposition:</i></u></p> <p>In accordance with instructions for specific material described by the following related subjects.</p>
330-11 APPRAISALS	<p>Correspondence, guidelines, and related material pertaining to scheduling and conducting appraisals of operations or programs. Includes all national, regional, State, or area appraisals of subordinate units. Case file operations or program appraisal along with documentation of follow-up action at this file location, arranged by office, operation, or program appraised. Does not include functional appraisals and "5% spot-check," quality reviews or similar compliance reviews, which are to be filed as a recurring subject with the appropriate function or activity records as described under file code XXX-4. See 360-16-12 for matters relating to individual employees.</p>

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	<p><u>Disposition: NRCS/CRS-131</u></p> <p>(a) N - Destroy 2 years after superseded or when 5 years old, whichever is sooner.</p> <p>(b) R, S, A, F - Destroy when superseded or when 2 years old, whichever is sooner.</p>
330-12 AUDITS	<p>Material relating to audits (OIG, GAO, OPM, etc.) and copy of any resulting reports and follow-up actions taken. Case file each audit report, as needed, to identify program, activity, or function audited.</p> <p><u>Disposition: Same as 330-11.</u></p>
330-13 RESERVED	
330-14 MANAGEMENT ANALYSES	<p>Analyses and supporting documents developed to appraise management efficiency, to identify need for improvement, and to identify new techniques and procedures for use throughout NRCS.</p> <p><u>Disposition: NRCS/CRS-107(a).</u></p> <p>(a) N - Destroy when 5 years old.</p> <p>(b) R, S, A, F - Destroy when 2 years old.</p>
330-15 MANAGEMENT IMPROVEMENT AND COST REDUCTION	<p>Material relating to management improvement and operations, includes Total Quality Management (TQM). Includes analyses and recommendations for specific programs or activities, and related follow-up correspondence.</p> <p><u>Disposition: NRCS/CRS-108.</u></p> <p>N, R, S, A, F - Destroy when 3 years old.</p>
330-16 BUSINESS PLAN (PLANS OF OPERATIONS)	<p>Includes multiyear program plans, annual plans of operations (except for soil surveys), workload analyses, time and progress goals, and materials related to their development and implementation such as Form NRCS-MGT-120. (Also known as business plan). Case file multiyear plans, Plans of Operations, workload analyses, etc., as needed.</p> <p><u>Disposition: NRCS/CRS-108.</u></p> <p>N, R, S, A, F - Destroy 3 years after last year covered.</p>
330-17 PROBLEM REPORTING	<p>Correspondence and other documents pertaining to problems that could affect NRCS operations. Includes such items as public misunderstanding of NRCS programs, relations with other agencies or State and local entities, conflicts with resource or community interest groups, or changes in policy or program operation.</p> <p><u>Disposition: NRCS/CRS-107(d).</u></p> <p>N, R, S, A, F - Destroy case files when 5 years old or when no longer needed for reference, whichever is later. Destroy remaining material when 3 years old.</p>
330-18 PRODUCTIVITY	<p>Reports and related material pertaining to productivity measurement activities.</p> <p><u>Disposition: NRCS/CRS-108.</u></p> <p>N, R, S, A, F - Destroy when 3 years old.</p>

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<p>330-19 PROGRESS REPORTS</p>	<p>Copy of forms used to report progress and accomplishments (NRCS-MGT-253, -199, etc.,) under various programs and material relating to the completion, use, routing, etc., of such forms. Establish case files for progress reports as needed. Arrange case files by employee, organizational group, or other method that best serves the needs of the office and provides easy reference and retrieval.</p> <p><u><i>Disposition: NRCS/CRS-107(b).</i></u></p> <p>(a) Correspondence and other material pertaining to progress reporting.</p> <ol style="list-style-type: none"> 1. N - Destroy when 5 years old. (NRCS/CRS-107(a)) 2. R, S, A, F - Destroy when 2 years old. <p>(b) Progress reports (NRCS-MGT-253, etc.). (NRCS/CRS-10b)</p> <p>S, A - Destroy when data is verified by printout.</p> <p>F - Destroy when 3 years old.</p>
<p>330-20 SCHEDULES</p>	<p>Includes weekly, monthly, quarterly, or annual schedules for individuals, organizational units, or the agency and diaries (NRCS-MGT-252A or B, NRCS-MGT-190, etc.) used to record daily activities. Also includes correspondence or other documents reflecting activities that will be included on future schedules. Trip reports resulting from scheduled activities are to be filed as a recurring subject (XXX-7) with related program records.</p> <p><u><i>Disposition: NRCS/CRS-107(d).</i></u></p> <p>N, R, S, A, F - Destroy when obsolete, superseded, or no longer needed for reference.</p>
<p>330-21 SUMMARY PRINTOUTS</p>	<p>Includes progress printouts and progress summaries; Great Plains or other cost-share program summaries; production unit cost summaries; etc. Also includes "special purpose" time, progress, or cost-share related printouts or summaries pertaining to any program, activity, unit, or function.</p> <p><u><i>Disposition: NRCS/CRS-107(c).</i></u></p> <p>(a) Annual summaries.</p> <ol style="list-style-type: none"> 1. N - Transfer to FARC when 10 years old. Destroy when 30 years old. 2. S - Destroy when 10 years old, except for the fiscal year time and progress "G" summary, which is to be retained for the life of the project with related project records. 3. A, F - Destroy when 3 years old. <p>(b) Interim summaries.</p> <p>N, R, S, A, F - Destroy when a later summary is received and verified.</p>
<p>330-22 TIME AND PROGRESS ANALYSIS</p>	<p>Material pertaining to recurring and special purpose analyses or studies relating to time, progress, and/or cost-share reporting.</p> <p><u><i>Disposition: NRCS/CRS-107(a).</i></u></p> <ol style="list-style-type: none"> 1. N - Destroy when 5 years old. 2. R, S, A, F - Destroy when 2 years old.

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330-23 WORK ORGANIZATION	<p>Material relating to organizing for efficiency in all operations. Includes special analyses and/or recommendation, with supporting documentation.</p> <p><u>Disposition: NRCS/CRS-139.</u> N, R, S - Transfer to FARC when 5 years old. Destroy when 10 years old.</p>
340 STRATEGIC PLANNING AND ACCOUNTABILITY	<p>Material pertaining to the development and implementation of policy, standards, and procedures for all programs. Includes records relating to operations management and oversight, strategic and performance standards, budget planning and analysis, and appraisal and program development.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the subjects listed under the functions named above.</p>
350 RESERVED	
360 PERSONNEL	<p>Records relating to objectives, policy, procedures, and operations of personnel activities, including employee benefits, supervision or management of employees and positions, persons interested in employment, and former employees and their survivors. Includes related correspondence, documents, forms, etc.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p> <p><i>EXCEPTION: N, R, S, A, F - Destroy material relating to the general administration and operation of the personnel functions, which is not elsewhere described, when 3 years old.</i></p>
360-11 ORGANIZATION	<p>General and administrative material relating to the functional organization of NRCS. Includes organizational charts, functional charts, changes in organization structure or boundaries; and material relating to occupational code reports and the reports themselves. Case file charts and reports as needed for accessibility. <u>See also</u> 260-14.</p> <p><u>Disposition: NRCS/CRS-9 and 19.</u></p> <p>(a) Organizational charts, narrative histories, etc., which document the organization and functions of NRCS (NRCS/CRS-19).</p> <ol style="list-style-type: none"> 1. N - Permanent. Transfer to FARC when 3 years old. Offer to NARA when 15 years old. 2. R, S, A, F - Transfer to FARC when 3 years old. Destroy when 15 years old. <p>(b) Occupational code reports (NRCS/CRS-9).</p> <ol style="list-style-type: none"> 1. N - Transfer to FARC when 5 years old. Destroy when 15 years old. 2. R, S, A, F - Destroy when 4 years old. <p>(c) Material not described above.</p> <p style="text-align: center;">N, R, S, A, F - Destroy when 3 years old.</p>

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360-12 EMPLOYMENT	<p>General and administrative material relating to this topic in addition to that described by following tertiary subjects. Includes OPM Certificates of Eligibles and pre-employment inquiries, as well as qualification requirements. Case file Forms SF-171 used as a Skills File, and other material as needed. Includes AD-139 and other related forms.</p> <p style="text-align: center;"><i>NOTE: The Official Personnel Folder (OPF) for each employee contains Office of Personnel Management (OPM) records in NRCS custody. The maintenance and disposition of the individual OPF is to be in accordance with OPM regulations. OPF's may be filed at this location, arranged alphabetically by last name, or filed apart from this file if referenced to this location.</i></p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related tertiary subjects.</p>
360-12-11 RECRUITMENT	<p>Material relating to contacts with recruiting sources, recruitment trips, plans, and evaluation, including the Special Examining Unit.</p> <p><u>Disposition: GRS-1/8 and 1/3.</u></p> <p>(a) Material relating to employee interviews.</p> <p style="padding-left: 40px;">N, R, S, A, F - Destroy 6 months after transfer or separation of employee.</p> <p>(b) Remaining material.</p> <p style="padding-left: 40px;">N, R, S, A, F - Destroy when 3 years old.</p>
360-12-12 EMPLOYMENT (GENERAL)	<p>Material relating to employment by authorities or procedures not elsewhere described. Includes employment of relatives, experts and consultants, reemployment of annuitants, etc. Includes correspondence relating to reassignments, changes to lower grade at employee's request, realignments, and details within NRCS.</p> <p><u>Disposition: GRS-1/3.</u> N, R, S, A, F - Destroy when 3 years old.</p>
360-12-13 TEMPORARY, INDEFINITE, AND EXCEPTED EMPLOYMENT	<p>Material relating to temporary, or excepted employment. Includes job-sharing placements.</p> <p><u>Disposition: GRS-1/3.</u> N, R, S, A, F - Destroy when 3 years old.</p>
360-12-14 SPECIAL EMPLOYMENT PROGRAMS	<p>Material relating to selective placement programs (disabled, etc.), and student employment programs (stay-in-school, student trainee, cooperative education program, etc.). Also includes correspondence relating to such programs as Job Training Program Agreement (JTPA), Intergovernmental Personnel Act (IPA), YACC, Volunteer Service, etc. File the basic agreements for such programs in 120-13. File the copy of the amendments for each individual in OPF, if needed. See also 260-25 for establishment of Earth Team Program records.</p> <p><u>Disposition: GRS-1/3.</u> N, R, S, A, F - Destroy when 3 years old.</p>

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MERIT PROMOTION AND INTERNAL PLACEMENT	<p>procedures. Includes record copy of promotion panels, vacancy announcements, lists, forms AD-734, AD-735, PER-506, KSA Determination Sheet, etc., and supporting documentation.</p> <p><u>Disposition: GRS-1/33.</u> N, R, S, A, F - Destroy 2 years after personnel action or after the action has been audited by OPM, whichever is sooner.</p>
360-12-16 PAYROLL PERSONNEL PROCESSING	<p>Materials relating to and including the roster of employees, position organizational listing (POL), 113A and 113G report, printout listing of AD-658's, AD-435's, AD-507's, AD-773's, error listings, retirement listings, and other NFC computer printouts. Includes material relating to problems in processing personnel actions and related requests sent to NFC.</p> <p><u>Disposition: GRS-1/3 and GRS-20(1)(b).</u> N, R, S, A, F - Destroy printouts and similar listings (EXCEPT as noted below) when a later printout containing more current data of a similar nature is received and verified. Destroy remaining material when 3 years old.</p> <p><i>EXCEPTION: A copy of the POL received by National Headquarters from NFC for the last pay period of each fiscal year, which includes all NRCS organizational units, will be retained for 10 years.</i></p>
360-12-17 OPM EXAMINING FUNCTIONS	<p>Material relating to these matters between OPM and NRCS.</p> <p><u>Disposition: GRS-1/3 and 1/5.</u></p> <p>(a) Certificates of eligibles, related requests, evidence of selection or reasons for non-selection, etc. N, R, S, A, F - Destroy when 2 years old.</p> <p>(b) Remaining material. N, R, S, A, F - Destroy when 3 years old.</p>
360-12-18 VOLUNTEER SERVICES	<p>Correspondence and material relating to services without compensation (salary) under the Earth Team program. Includes information to use volunteers in carrying out programs of the Department. Case files may be established for individual volunteer applications, volunteer interests, and placement summary, agreement for group sponsored volunteer services, time-sheets, and other related identification cards, Forms NRCS-PER-001, PER-002, PER-003, PER-004, PER-0021, PER-022, PER-023, PER-024 and PER-025. See also 260-25 for the Earth Team Program.</p> <p><u>Disposition: GRS 1/3</u> Destroy application files when 3 years old or one year after termination of the volunteer.</p>
360-13 CLASSIFICATION AND POSITION MANAGEMENT	<p>General and administrative material relating to this topic, in addition to that described by the following tertiary subjects.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following tertiary subjects.</p>
360-13-11 CLASSIFICATION	<p>Evaluation statements that support position classifications.</p>

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360-13-11 CLASSIFICATION EVALUATION STATEMENTS	<p>Evaluation statements that support position classifications.</p> <p><u>Disposition: GRS-1/7(a)(2)(a).</u> N, R, S, A, F - Destroy 5 years after position is abolished or description is superseded.</p>
360-13-12 CLASSIFICATION AUDITS	<p>Material concerning classification audits and the audits themselves.</p> <p><u>Disposition: GRS-1/7(c).</u> N, R, S, A, F - Destroy copy of audit held in auditing office when 3 years old or 2 years after inspection, whichever is sooner. Destroy copies in other offices when obsolete or superseded. Destroy remaining material when 3 years old.</p>
360-13-13 CLASSIFICATION APPEALS	<p>Material concerning classification appeals and case files.</p> <p><u>Disposition: GRS-1/7(d).</u> N, R, S, A, F - Destroy 3 years after case is closed.</p>
360-13-14 POSITION MANAGEMENT	<p>Material relating to position management evaluation and minutes from Position Management Committee Meetings.</p> <p><u>Disposition: NRCS/CRS-5 and 9.</u> N, R, S, A, F - Destroy when 4 years old, or when no longer needed for reference.</p>
360-13-15 POSITION DESCRIPTIONS	<p>Material concerning position descriptions and the position descriptions themselves. Position descriptions should be case filed by series or location.</p> <p><u>Disposition: GRS-1/7b.</u> N, R, S, A, F - Destroy record copy 2 years after position is abolished or description superseded. Destroy all other copies when position is abolished or superseded.</p>
360-14 ATTENDANCE AND LEAVE	<p>Leave transfers and administrative material relating to leave, absence, and hours of duty.</p> <p><u>Disposition:</u> In accordance with instructions for the specific material described by the following related tertiary subjects.</p>
360-14-11 ABSENCE AND LEAVE	<p>Material relating to requests for leave, leave transfers, leave restoration, approvals, or denials and leave transfer program.</p> <p><u>Disposition: GRS-2/8.</u> N, R, S, A, F - Destroy payroll preparation and processing copy after a GAO audit or when 3 years old, whichever is sooner, if the T&A has not been initialed by employee. If the employee initialed the T&A, destroy it at the end of the applicable pay period.</p>
360-14-12 HOURS OF DUTY	<p>General material regarding change in hours of duty and change in core hours. Includes overtime, holidays, night differentials, part-time, intermittent, etc. Case files may be established for flexi-time, flexi-tour, compressed schedules, etc., as needed. NOTE: Requests and approvals are to be referenced to material filed under</p>

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	<p>250-13-18 as needed.</p> <p><u>Disposition: GRS-2/2.</u> N, R, S, A, F - Destroy 2 years after approval expires.</p>
<p>360-15 PAY ADMINISTRATION</p>	<p>General and administrative material relating to the various pay plans (GS, WB, WG, GM, etc.) or schedules and garnishment material. Case files may be established by pay system if needed.</p> <p><u>Disposition: GRS - 2/2 and GRS 2/21.</u> N, R, S, A, F - Destroy garnishment material when 3 years old. Destroy other material when 2 years old.</p>
<p>360-16 EMPLOYEE RELATIONS</p>	<p>General and administrative material relating to the topics described by the following tertiary subjects. Items concerning individual employees are to be maintained in locked files.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following tertiary subjects.</p>
<p>360-16-11 STANDARDS OF ETHICAL CONDUCT (PREVIOUSLY EMPLOYEE RESPONSIBILITIES AND CONDUCT)</p>	<p>Material relating to Office of Government Ethics, USDA, and NRCS standards of ethical conduct, including ethics advisory opinions, acceptance of gifts, impartiality in performing official duties, conflicts of interest, misuse of position, outside activities and employment, post-employment restrictions, and financial reports (SF-450).</p> <p style="text-align: center;"><i>NOTE: Individual requests for approval of outside activities or employment are filed in employees' Official Personnel Folders; individual SF-450's are filed in Employee Relations Branch files.</i></p> <p><u>Disposition: GRS-1/27.</u> N, R, S, A, F - Destroy when superseded or obsolete.</p>
<p>360-16-12 INVESTIGATIONS</p>	<p>Material relating to requests sent to the Office of the Inspector General (OIG), pertaining to individual employees' complaints, and related correspondence with the OIG; OIG reports; and correspondence relating to OIG reports and all material relating to misconduct investigations conducted by OIG-certified NRCS investigators.</p> <p><u>Disposition: GRS-22/1a.</u> N, R, S, A, F - Destroy 5 years after case is closed.</p>
<p>360-16-13 PERSONNEL SECURITY PROGRAM</p>	<p>Material relating to requests for security clearances, security investigations, authorizations and directives, security debriefing agreements, cancellations, pending security clearances, and correspondence relating to the sensitivity of positions.</p> <p><u>Disposition: GRS-18/22.</u> N, R, S, A, F - Destroy 5 years after date of last action.</p>
<p>360-16-14 ADVERSE AND DISCIPLINARY</p>	<p>Material relating to letters of reprimand, suspension from duty, reductions in pay or grade, furloughs of 30 days or less, or removals.</p>

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ACTIONS	<p><i>NOTE: Documentation of adverse actions is placed in employees' Official Personnel Folders.</i></p> <p><u>Disposition: GRS-1/30.</u> N, R, S, A, F - Destroy 4 years after the case is closed.</p>
360-16-15 GRIEVANCE SYSTEM	<p>Material relating to the NRCS grievance system. Also includes a cross-reference for any negotiated agreement between NRCS and a labor organization concerning grievance-system matters.</p> <p><u>Disposition: GRS-1/30.</u> N, R, S, A, F - Destroy 3 years after case is closed.</p>
360-16-16 RESERVED	
360-16-17 REDUCTION IN FORCE	<p>Material relating to reduction-in-force actions; position papers or studies on reduction-in-force issues; and retention registers and furloughs of over 30 days.</p> <p><u>Disposition: GRS-1/30(I).</u> N, R, S, A, F - Destroy 3 years after case is closed.</p>
360-16-18 LABOR MANAGEMENT RELATIONS	<p>Material relating to communications with labor organizations, Federal labor relations authority, various petitions, elections, and contracts with unions.</p> <p><u>Disposition: GRS-1/28.</u></p> <p>(a) Correspondence, reports, and other records relating to relations with employee unions or other groups.</p> <p>N, R, S, A, F - Destroy records in the office negotiating agreements when 5 years old. Destroy records in other offices when obsolete or superseded.</p> <p>(b) Correspondence, forms, and background material relating to labor arbitration cases.</p> <p>N, R, S, A, F - Destroy 5 years after final resolution of case.</p>
360-16-19 CAMPAIGNS AND DRIVES	<p>Savings bonds, blood donations, fund raising, etc.</p> <p><u>Disposition: GRS-1/3.</u> N, R, S, A, F - Destroy when 3 years old.</p>
360-17 SAFETY AND HEALTH	<p>General and administrative material related to safety and health in addition to that described by the following tertiary subjects. Case file individual injury reports (Forms CA-1, CA-2, CA-16, AD-872, etc., as appropriate) at this file location, arranged alphabetically by employee's name. See 360-21-12 for Injury Compensation. See 130-13 for Physical Protection.</p> <p><u>Disposition: GRS-1/31.</u> N, R, S, A, F - Destroy general and administrative material when 3 years old. Destroy case files 5 years after case is closed.</p>

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<p>360-17-11 OCCUPATION HEALTH</p>	<p>Material relating in general to OWCP claims, health unit information (other than medical confidential files), first-aid, multi-media Red Cross training, CPR training, medical surveillance information, etc.</p> <p><u><i>Disposition: GRS-1/3.</i></u> N, R, S, A, F - Destroy when 3 years old.</p>
<p>360-17-12 OCCUPATIONAL SAFETY</p>	<p>Material relating to reporting injuries or accidents; safety committee minutes; safety inspections; employee hazard complaints; safety studies and evaluations; safety newsletters; safety plans; defensive driving records; completed Forms SF-46, SF-47, AD-184, and AD-872; fire and safety reports; and safety policy instructions.</p> <p><u><i>Disposition: GRS-1/3.</i></u> N, R, S, A, F - Destroy when 3 years old.</p>
<p>360-18 EMPLOYEE DEVELOPMENT</p>	<p>General and administrative material relating to employee development in addition to that described by the following tertiary subjects.</p> <p><u><i>Disposition:</i></u> In accordance with instructions for specific material described by the following related tertiary subjects.</p>
<p>360-18-11 NRCS TRAINING</p>	<p>Material relating to training provided through NRCS facilities and staff.</p> <p><u><i>Disposition: GRS-1/29</i></u></p> <p>(a) Correspondence, agreements, authorizations, reports, reviews, plans, and objectives relating to establishment and operation of training courses.</p> <p>N, R, S, A, F - Destroy when 5 years old, or 5 years after completion of a specific training program.</p> <p>(b) Background and working papers.</p> <p>N, R, S, A, F - Destroy when 3 years old.</p>
<p>360-18-12 OUTSIDE TRAINING</p>	<p>Material relating to colleges, universities, other Government agencies, etc.</p> <p><u><i>Disposition: GRS-1/29.</i></u> N, R, S, A, F - Destroy when 5 years old or when superseded or obsolete, whichever is sooner.</p>
<p>360-18-13 ADMINISTRATIVE TRAINEE PROGRAM</p>	<p>Material relating to the Administrative Trainee Program. May include copies of agreements, etc.</p> <p><u><i>Disposition: GRS-1/3.</i></u> N, R, S, A, F - Destroy when 3 years old.</p>
<p>360-18-14 CAREER DEVELOPMENT</p>	<p>Material relating to career development plans and programs including records of participation by individuals and individual development plans.</p> <p><u><i>Disposition: GRS-1/3.</i></u> N, R, S, A, F - Destroy when 3 years old.</p>

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360-18-15 EXECUTIVE DEVELOPMENT	<p>Material relating to executive development programs and employee participation.</p> <p><u><i>Disposition: GRS-1/3.</i></u> N, R, S, A, F - Destroy when 3 years old.</p>
360-18-16 SUPPLYING OPPORTUNITIES FOR ACHIEVEMENT AND REDIRECTION (SOAR) (CAREER ENHANCEMENT PROGRAM)	<p>General material relating to program operation, data on participants, etc.</p> <p><u><i>Disposition: GRS-1/3.</i></u> N, R, S, A, F - Destroy when 3 years old.</p>
360-19 EMPLOYEE PERFORMANCE	<p>General and administrative material relating to employee performance and material relating to establishing performance standards and the completing of performance evaluations.</p> <p><u><i>Disposition: GRS-1/23.</i></u> N, R, S, A, F - Destroy copies of Forms AD-435, Performance Appraisal, and supporting 435a and 435b when 2 years old after the material is mutilated (cut, torn, shredded, etc.) in a manner which prevents ready reassembly. Destroy case files, memoranda, etc., when 3 years old. Destroy appeals files 3 years after settlement.</p>
360-20 AWARDS PROGRAM	<p>Material relating to special achievement awards, quality within-grade increases, other performance awards, honor awards, length of service awards, safety awards, and employee suggestions. Case file employee suggestions, including follow-up correspondence.</p> <p><u><i>Disposition: GRS-1/12 and 1/13.</i></u></p> <ul style="list-style-type: none"> (a) General awards files, including recommendations, approvals, and reports relating to incentive awards, merit increases, suggestions, and outstanding performance. N, R, S, A, F - Destroy 2 years after approval or disapproval. (b) Material relating to the Secretary's or Presidential awards. N, R, S, A, F - Submit SF-115, Request for Records Disposition Authority. (c) Letters of commendation and appreciation, and awards from other Government agencies or private organizations. N, R, S, A, F - Destroy when 2 years old. (d) Material relating to length of service awards. N, R, S, A, F - Destroy when 1 year old. (e) Lists of award nominees and winners. N, R, S, A, F - Destroy when superseded or obsolete. (f) Reports pertaining to operation of the awards program. N, R, S, A, F - Destroy when 3 years old.

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360-21 EMPLOYEE BENEFITS	<p>General and administrative material related to employee benefits in addition to that described by the following tertiary subjects.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related tertiary subjects.</p>
360-21-11 HEALTH BENEFITS	<p>Material relating to employee organizations, health benefits brochures, open season, self-support determinations, health benefits during retirement, etc.</p> <p><u>Disposition: GRS-1/3.</u> N, R, S, A, F - Destroy brochures and related material when superseded or obsolete. Destroy remaining material when 3 years old.</p>
360-21-12 INJURY COMPENSATION	<p>General information related to Office of Worker's Compensation programs and retirement benefits.</p> <p><u>Disposition: GRS-1/3.</u> N, R, S, A, F - Destroy when 3 years old.</p>
360-21-13 LIFE INSURANCE	<p>Material relating to life insurance coverage, benefits payable, and changes of "beneficiary."</p> <p><u>Disposition: GRS-1/3.</u> N, R, S, A, F - Destroy when 3 years old.</p>
360-21-14 RETIREMENT	<p>Material relating to verification of creditable service; retirement letters; optional, disability, discontinued service, and deferred retirements; Thrift Savings Plan (TSP), inquiries; cost of living adjustments; and deposit and redeposit questions. Material relating to benefits, etc., affecting an individual employee are to be maintained in OPF, or provided similar security.</p> <p><u>Disposition: GRS-2/19.</u> N, R, S, A, F - Destroy when 1 year old.</p>
370 RESERVED	
380 RESERVED	
390 PROJECT DEVELOPMENT AND MAINTENANCE	<p>Records pertaining to the development and implementation of policy, standards, and procedures for the planning, installation, and maintenance of watershed protection and flood prevention projects, resource conservation and development measures, and emergency watershed protection.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>

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390-11 WATERSHED PROTECTION (PL 83-566)	<p>General records relating to project activities carried out under this authority. Case file each project with records arranged by watershed name, OR file with project records arranged in the following tertiary and case file folders, if needed, to segregate records or facilitate retrieval.</p> <p><u>Disposition: NRCS/CRS-38 and 39.</u></p> <p>(a) General records pertaining to applications, approvals, basic data, benefit-cost comments, cost estimates, cost-sharing, land treatment, preliminary investigations, structural measures, work plan, etc., and not to any specific project or case file.</p> <ol style="list-style-type: none"> 1. N, R, S - Destroy when 2 years old. 2. A, F - Destroy when 1 year old. <p>(b) Case file material for a specific project, consisting of such material as described in (a) above; including the related environmental assessment or evaluation, negative declaration, or finding of impact. Include material pertaining to applications which are later withdrawn or disapproved.</p> <ol style="list-style-type: none"> 1. N, R, A, F - Forward all case file material to the State office 1 year after the end of the installation period, after the project has been closed out or deauthorized, or after the termination of planning. 2. S - Consolidate each case file, destroy duplicate records. Transfer consolidated files (EXCEPT for permanent case files named in 210-120 to FARC 2 years after the end of the installation period or after the termination of planning. Destroy 20 years after the end of installation period, after the project has been closed out or deauthorized, or after the termination of planning. 	
390-11-11 APPLICATIONS	<p>Records pertaining to validity, format, content, signatures, approvals, coverage across State lines, etc. Includes operations, first starts, authorizations, etc., and arrangements with sponsors to facilitate installation.</p> <p><u>Disposition: See 390-11.</u></p>	
390-11-12 ASSISTANCE	<p>Material pertaining to criteria for providing assistance, project scheduling (NRCS-PDM-404), priorities, and requirements to be met by sponsors, States, and Federal agencies, etc.</p> <p><u>Disposition: See 390-11.</u></p>	
390-11-13 BASIC DATA	<p>General records pertaining to policy and procedures for collecting, recording, and using data for planning. Case file specific data by using the following file subjects, as needed:</p>	
	390-11-13-11 390-11-13-12 390-11-13-13 390-11-13-14 390-11-13-15 390-11-13-16 390-11-13-17 390-11-13-18 390-11-13-19 390-11-13-20	Archeology – Historical Biology Drainage Economics Engineering Environmental Evaluation Geology Hydraulics Hydrology Land Treatment

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	390-11-13-21 390-11-13-22 390-11-13-23 390-11-13-24 390-11-13-25 390-11-13-26 390-11-13-27 390-11-13-28	Maps and Photographs Public Participation Comments Sedimentation Soil Condition and Land Use Valley Sections Water Quality Work Plan or Measure Plan and EIS A-95 Review
	<i>Disposition: See 390-11.</i>	
390-12 FLOOD PREVENTION (PL 78-534)	General records pertaining to projects carried out under this authority. Each project is to be case filed by project name, OR with records arranged according to the tertiary and case file subjects under 390-11. Disposition: Same as 390-11.	
390-13 RESOURCE CONSERVATION AND DEVELOPMENT (RC&D)	General records pertaining to projects or measures carried out under this program authority. Each project or measure may be case filed by project or measure name, OR with records arranged according to the following file subjects:	
	390-13-11 390-13-12 390-13-13 390-13-14 390-13-15 390-13-15-11 390-13-15-12 390-13-15-13 390-13-15-14 390-13-15-15 390-13-15-16 390-13-15-17 390-13-16 390-13-17 390-13-18 390-13-19 390-13-20 390-13-21 390-13-22 390-13-23 390-13-23-11 390-13-23-12 390-13-23-13 390-13-23-14 390-13-23-15 390-13-23-16 390-13-23-17 390-13-23-18 390-13-24	Agreements Applications A-95 Review Assistance Basic Data (Planning Party) Climate Drainage Engineering Geology Hydrology Mineral Resources Soil and Land Use Data Comments Cost-Sharing Economics Fund Management Maps and Photographs Objectives Operations Area Measures Associated Measures Erosion Control Flood Prevention Irrigation Recreation Sedimentation Water Supply and Management Wildlife Area Plan
	<i>Disposition: NRCS/CRS-31 and 32.</i> (a) General material pertaining to no specific project area or work plan (NRCS/CRS-31). 1. N - Destroy when 3 years old. 2. R, S, A, F - Destroy when 1 year old.	

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	<p>(b) Correspondence or other material or data created, received, and used in the preparation of a specific measure, project, or area plan (NRCS/CRS-32).</p> <ol style="list-style-type: none"> 1. N, R, A, F - Forward material to State office at end of installation period for consolidation with its files. 2. S - Transfer to FARC 4 years after end of installation period, closed out or deauthorized. Destroy when 25 years old.
390-14 EMERGENCY WATERSHED PROTECTION	<p>General records pertaining to work performed under this authority. Case file each specific project or activity.</p> <p><u><i>Disposition: Same as 390-11.</i></u></p>
390-14 WATERSHED REHABILITATION	<p>Records pertaining to initiatives of addressing public safety problems associated with aging structures and measures that were installed under the PL-534 and PL-566 programs. Also includes material related to policy development, procedural development and all other activities, etc.</p> <p><u><i>Disposition: Same as 390-11.</i></u></p>
400 PUBLIC PARTICIPATION	<p>Records relating to public participation, long-range policy, procedures, standards, guidelines, techniques, training, and/or evaluation for public participation related to NRCS responsibilities at national, State, and field levels.</p> <p><u><i>Disposition: NRCS/CRS-13.</i></u></p> <ol style="list-style-type: none"> 1. N - Destroy when 5 years old or when no longer needed for administrative use, whichever is sooner. 2. R, S, A, F - Destroy when 3 years old.
400-11 CONSUMER AFFAIRS	<p>General records or information related to USDA efforts to respond to needs or requests of consumers.</p> <p><u><i>Disposition: NRCS/CRS-13.</i></u></p> <ol style="list-style-type: none"> 1. N - Destroy when 5 years old or when no longer needed for administrative use, whichever is sooner. 2. R, S, A, F - Destroy when 3 years old. <p><i>NOTE: Public participation comments pertaining to a specific project or activity should be maintained in the existing project case file.</i></p>
400-12 PUBLIC PARTICIPATION INTEREST LIST	<p>List of individuals and organizations that have requested copies of publications, rules, policies, plans, etc., which NRCS is required to provide under public participation policy.</p> <p><u><i>Disposition: NRCS/CRS-13.</i></u></p> <ol style="list-style-type: none"> 1. N - Destroy when 5 years old or when no longer needed for administrative use, whichever is sooner. 2. R, S, A, F - Destroy when 3 years old.

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<p>400-13 TECHNIQUES</p>	<p>Material pertaining to information about public participation techniques or methods, such as conducting meetings, examples of brochures used by other agencies, or descriptions of public participation activities.</p> <p><u>Disposition: NRCS/CRS-13.</u></p> <ol style="list-style-type: none"> 1. N - Destroy when 5 years old or when no longer needed for administrative use, whichever is sooner. 2. R, S, A, F - Destroy when 3 years old.
<p>400-14 REVIEWABLE RECORD</p>	<p>Records that clearly document the nature and extent of public participation. A separate reviewable record is to be maintained for each watershed project, river basin study, RC&D area, etc. The record contains items such as a list of people or groups invited to participate and signup sheets or other records of attendance, meeting notes, issues discussed, extent of controversy, views expressed, positions taken, and decisions made. These records may also include views expressed in letters, telegrams, etc.</p> <p><u>Disposition: NRCS/CRS-13.</u></p> <ol style="list-style-type: none"> 1. N - Destroy when 5 years old or when no longer needed for administrative use, whichever is sooner. 2. R, S, A, F - Destroy when 3 years old.
<p>410 RURAL DEVELOPMENT</p>	<p>General correspondence relating to the development and implementation of rural development regulations or procedures, and guidelines for national, State, and local activities.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>
<p>410-11 ORGANIZATION</p>	<p>Records pertaining to the organization of rural development committees and subcommittees at the national, State, and local levels. Includes correspondence with other Federal, State, and local agencies, groups, and organizations for rural development activities. Agreements for specific NRCS programs are to be filed in accordance with 120-12-11. File committee records by use of recurring subject codes, or as case files if appropriate.</p> <p><u>Disposition: NRCS/CRS-5.</u> N, R, S, A, F - Destroy agenda, minutes, reports, etc., when 3 years old or when no longer needed for reference. Destroy remaining material when 5 years old.</p>
<p>410-12 RURAL COMMUNITIES</p>	<p>Correspondence, reports, and other requests for assistance made by small communities that are normally accomplished through interagency cooperation and program coordination. Case files are to be established for community economic assistance programs for the elderly, poor, minorities, etc., as needed.</p> <p>Individual community profiles of growth patterns; evaluations of natural resource conditions for historic and cultural sites within the existing boundaries of communities are to be maintained according to NCPM, 180-506.</p> <p><u>Disposition: NRCS/CRS-8.</u> N - Destroy when 5 years old or no longer needed for reference, whichever is sooner.</p>

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	R, S, A, F - Destroy when 3 years old or no longer needed for reference, whichever is sooner.
410-13 FAMILY FARMS	Records and general correspondence relating to procedures, applications, etc., for assistance by NRCS and other Federal, State, and local agencies or organizations to small and moderate-size family farm operations. Case files for assisting individuals are to be maintained according to the NCPM, 180-506, or as described elsewhere in this Guide. <i><u>Disposition: Same as XXX-6.</u></i>
410-14 NATIVE AMERICANS	Correspondence, reports, and other materials pertaining to special interagency activities relating to Indians. This includes rural development needs of tribal councils and organizations as well as requests from individual Indian families. Case files for conservation planning and application assistance are to be maintained according to instructions in the NCPM and this Guide. <i><u>Disposition: Same as XXX-6.</u></i>
420 SOCIAL SCIENCES	Records pertaining to the sociological, political, cultural, psychological, and other impacts of NRCS programs, activities, and functions. See 260-14. <i><u>Disposition:</u></i> Submit SF-115
430 SOIL SURVEY	General records pertaining to the overall functions of soil classification, soil correlation, soil technology, and soil research coordination. <i><u>Disposition:</u></i> In accordance with instructions for specific material described by the following related subjects.
430-11 CLASSIFICATION	Records pertaining to the classification of soils; including analytic charts, published and unpublished reports, and related correspondence. <i><u>Disposition: NRCS/CRS-40.</u></i> 1. R, S - Destroy when 10 years old. 2. A, F - Destroy when 3 years old.
430-11-11 SERIES DESCRIPTIONS	Series descriptions and companion interpretations. They may be case filed alphabetically by series or taxonomically, or maintained in machine-readable formats. <i><u>Disposition: NRCS/CRS-40 and 41.</u></i> 1. N, R, S - Maintain hard copy as long as the National Cooperative Soil Survey (NCSS) is active. Transferring to FARC is NOT authorized. Destroy when no longer needed for administrative use. 2. N, R, S - Destroy machine-readable records consisting of soil classification by series with present type location, after third update cycle, or when no longer needed for administrative purposes.
430-11-12 SOIL TAXONOMY	Records pertaining to soil taxonomy in general, and supporting evidence suggesting changes and improvements, makeup of work groups, and final

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	<p>decisions. Includes listing of soil series and soil families. Prepare a separate case file for each proposal, series, or family, as needed.</p> <p><u><i>Disposition: NRCS/CRS-42.</i></u></p> <ol style="list-style-type: none"> 1. N - Same as 430-11-11. 2. R, S - Destroy when 15 years old.
430-12 INTERPRETATIONS	<p>Records pertaining to soil survey interpretations related to the following subjects. If needed, prepare a separate case file for records pertaining to interpretations for a particular land use or characteristic.</p> <p><u><i>Disposition: NRCS/CRS-44.</i></u></p> <ol style="list-style-type: none"> 1. R, S - Destroy when 5 years old. 2. N, A, F - Destroy when 3 years old.
430-12-11 AGRONOMIC	<p>Records pertaining to kinds of crops, yields, and quality from specific soils under defined management and the effects of cultivation on the soil. CPPE, pasture and hayland groups, EPIC, GLEAMS, etc.</p> <p><u><i>Disposition: NRCS/CRS-44.</i></u></p> <ol style="list-style-type: none"> 1. R, S - Destroy when 5 years old. 2. N, A, F - Destroy when 3 years old.
430-12-12 BIOLOGY	<p>Records pertaining to the potential of kinds of soil for wildlife habitat for different species, wetland hydrology, riparian wildlife habitat development, hydrophytic vegetation.</p> <p><u><i>Disposition: NRCS/CRS-44.</i></u></p> <ol style="list-style-type: none"> 1. R, S - Destroy when 5 years old. 2. N, A, F - Destroy when 3 years old.
430-12-13 ENGINEERING	<p>Records pertaining to behavior of kinds of soil when used in construction of sanitary facilities, in community development, as source materials, in mechanical soil and water conservation practice, and in water management. Includes unified AASTO. If needed, prepare a separate case file for each use.</p> <p><u><i>Disposition: NRCS/CRS-44.</i></u></p> <ol style="list-style-type: none"> 1. R, S - Destroy when 5 years old. 2. N, A, F - Destroy when 3 years old.
430-12-14 LAND CAPABILITY	<p>Records pertaining to land capability class, subclass, and unit; prime and highly erodible land; hydric soils; land evaluations; soil potentials; definitions; guides; etc.</p> <p><u><i>Disposition: NRCS/CRS-44.</i></u></p> <ol style="list-style-type: none"> 1. R, S - Destroy when 5 years old. 2. N, A, F - Destroy when 3 years old.
430-12-15 RANGE	<p>Records pertaining to kinds of grasses, yields, etc., as related to specific soils under defined management; and the effects of grazing on the soil. Includes rangeland suitability, range site data, grazing management practices, range improvement practice and rangeland hydrology.</p>

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	<p><u><i>Disposition: NRCS/CRS-44.</i></u></p> <ol style="list-style-type: none"> 1. R, S - Destroy when 5 years old. 2. N, A, F - Destroy when 3 years old.
430-12-16 WOODLAND	<p>Records pertaining to kinds of trees, timber yields, etc., as related to quality from specific soils and related management. Includes woodland site data, woodland and windbreak suitability, logging practices, silviculture practice, woodland grazing, regional and local interpretations.</p> <p><u><i>Disposition: NRCS/CRS-44.</i></u></p> <ol style="list-style-type: none"> 1. R, S - Destroy when 5 years old. 2. N, A, F - Destroy when 3 years old.
430-12-17 RECREATION	<p>Records pertaining to behavior of soils when used for camp areas, picnic areas, playgrounds, paths and trails, etc. Includes recreation development and practice and regional and local interpretations.</p> <p><u><i>Disposition: NRCS/CRS-44.</i></u></p> <ol style="list-style-type: none"> 1. R, S - Destroy when 5 years old. 2. N, A, F - Destroy when 3 years old.
430-13 INVESTIGATIONS	<p>Records pertaining to soil formation, geomorphology, laboratory analyses, field soil behavior, statements of problems, plans for conduct, methods used, etc.</p> <p><u><i>Disposition: NRCS/CRS-47.</i></u></p> <ol style="list-style-type: none"> 1. N, T - Destroy when 10 years old or when no longer needed for reference, whichever is sooner. 2. S, A, F - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.
430-13-11 SPECIFIC INVESTIGATION CASE FILE	<p>Records of plans, work done, data developed, results and conclusions, and interpretation of data for specific investigations and special studies. Establish case files by kind of investigation or study and by the area for which investigation is being made.</p> <p><u><i>Disposition: NRCS/CRS-48.</i></u></p> <p>N - Maintain records of soil analysis that characterize kinds of soil; analytical data and pedon descriptions; and machine-readable records containing site, horizon, chemical, mineralogical, and engineering descriptions, as long as NCSS is active.</p> <p>R, S - Discard preliminary data when replaced by more current or completed data. Retain completed data for 30 years. Records may be transferred to FARC for the balance of the 30 years that they are no longer of administrative value.</p>
430-13-11-11 CHECK DATA	<p>Records of small reference projects such as texture checks and pH checks.</p> <p><u><i>Disposition: NRCS/CRS-48.</i></u></p> <p>See 430-13-11.</p>

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<p>430-13-11-12 PRIMARY DATA</p>	<p>Data record books, primary data sheets, and punch cards from which completed data are calculated.</p> <p><u><i>Disposition: NRCS/CRS-48.</i></u></p> <p>N, R, S - Destroy primary data 20 years after completion or termination of a project. Records may be transferred to FARC when they have no further administrative use.</p>
<p>430-13-12 BENCHMARK SOILS</p>	<p>Listing by series for State, region, or nation.</p> <p><u><i>Disposition: NRCS/CRS-52.</i></u></p> <p>N, R, S - Retain current printout or list only.</p>
<p>430-14 OPERATIONS</p>	<p>Records pertaining to the planning, scheduling, and managing of soil surveys. Includes monthly, quarterly, or annual schedules and material pertaining to the preparation, content, submission, etc., of memorandum of understanding or soil survey work plans and orders for published soil surveys. NOTE: Published soil surveys are filed under 260-16.</p> <p><u><i>Disposition: NRCS/CRS-53.</i></u></p> <p>N, R, S, A, F - Destroy 1 year after end of the planning period.</p>
<p>430-14-11 FIELD REVIEWS</p>	<p>Records of a general nature pertaining to soil survey identification legends and initial, (NRCS-501-233) progress, comprehensive, and final field reviews. Case file legends and field reviews by survey area.</p> <p><u><i>Disposition: NRCS/CRS-54.</i></u></p> <ol style="list-style-type: none"> 1. N, T - Destroy when 10 years old. 2. S, A, F - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.
<p>430-14-12 PROGRESS MAPS</p>	<p>Records and maps showing status and progress of soil surveys.</p> <p><u><i>Disposition: NRCS/CRS-56.</i></u></p> <ol style="list-style-type: none"> 1. N - Destroy when 4 years old. 2. R, S, A, F - Retain most recent edition.
<p>430-14-13 FIELD SHEETS</p>	<p>Correspondence and other material relating to aerial photographs annotated with soil survey information. Includes all interim field sheets, mosaics, orthophotographs, etc., which may be prepared in any step of completing and publishing the survey which contain annotated data.</p> <p style="text-align: center;"><i>NOTE: "Original Soil Survey Field Sheets" are defined as those which are reproduced in the published soil survey. Advise the Director, MSD, when such records are ready for transfer to FARC. See 120-408.6, GM.</i></p> <p><u><i>Disposition: NRCS/CRS-60 and 73.</i></u></p> <p>(a) Original Soil Survey Field Sheets prepared prior to 1970.</p> <p>N - <u>Permanent</u>. Transfer to FARC after the published soil survey is released. Offer to NARA 20 years after the soil survey is released.</p> <p>(b) Soil survey field sheets prepared 1970 or later.</p> <p>N, T - Transfer to FARC after the published soil survey is released. Destroy 20 years after the soil survey publication date.</p>

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	<p>(c) Remaining material.</p> <p>N, R, S, A, F - Destroy 1 year after the soil survey is published, or when no longer needed.</p>
<p>430-14-14 MANUSCRIPT</p>	<p>Record copy of the most recent soil survey manuscript draft and supporting data for the soil survey manuscript such as census data, field studies, soil groupings, summary of yield records and laboratory records, weather data, block diagrams, correspondence, and geologic data. Prepare a separate case file for each soil survey area, or multiple case files if the volume of supporting data justifies a separate case file. Published manuscripts are filed under 260-16.</p> <p><u>Disposition: NRCS/CRS-45 and 55.</u></p> <p>N, R, S, A, F - Destroy 1 year after publication of the soil survey or when no longer needed.</p>
<p>430-15 SOIL CORRELATION</p>	<p>Records pertaining to field and final correlations. Includes descriptive legends for the survey area and related material. Prepare a separate file for each soil survey area to contain correlation data and descriptive legends, or use additional case files if needed.</p> <p><u>Disposition: NRCS/CRS-43 and 54.</u></p> <p>(a) Soil correlation records.</p> <ol style="list-style-type: none"> 1. N - Maintain as long as NCSS is active. Destroy when no longer needed for administrative use. 2. S - Transfer to FARC 2 years after publication of the soil survey. Destroy 20 years after survey publication. 3. R, A, F - Destroy 1 year after survey publication. <p>(b) Descriptive legends.</p> <p>N, T - Destroy when 10 years old.</p> <p>S, A, F - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p>
<p>430-16 TECHNIQUES</p>	<p>Records pertaining to the discussion of techniques for carrying out soil survey activities such as photo interpretation, equipment, use of multispectral imagery, investigative techniques, etc. Establish case files where needed to segregate records for accessibility, such as techniques, infrared spectrometry, etc.</p> <p><u>Disposition: NRCS/CRS-57.</u></p> <ol style="list-style-type: none"> 1. T - <u>Permanent</u>. Transfer to FARC when 10 years old. Offer to NARA when 30 years old. 2. N, S, A, F - Destroy when 5 years old.
<p>430-17 RESOURCE AREAS</p>	<p>Records pertaining to land resource areas, conservation problem areas, STATSGO, and soil data pertaining to resource areas.</p> <p><u>Disposition: NRCS/CRS-59.</u></p> <p>Destroy when no longer needed for administrative use.</p>

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430-18 GENERAL SOILS MAPS	<p>Records pertaining to map unit identification, descriptions, etc., including analytic charts, reports, maps, and related correspondence.</p> <p><i>Disposition: Same as 430-11.</i></p>
430-19 WORLD SOIL RESOURCES	<p>General records pertaining to relations with others regarding soil technological assistance, soil research coordination, soil classification, soil descriptions, or surveying and mapping procedures.</p> <p><i>Disposition: Same as XXX-6.</i></p>
440 PROGRAMS	<p>General records pertaining to the overall development, establishment, guidelines, standards, implementation of policy for conservation operations, resource conservation and community development, watershed and wetlands, international programs and conservation compliance activities analysis and CCC funded conservation programs. Includes planning, formulation, and direction of NRCS project-type activities such as watershed protection, flood prevention, resource conservation and development (RC&D), and area planning. Also, general records relating to functions to address the development, procedures, and standards for national, State, and local programs of conservation planning and application; land treatment; land use; and rural development.</p> <p><i>Disposition:</i> In accordance with instructions for specific material described by the subjects listed under the primary subjects (functions) named above.</p>
450 SCIENCE AND TECHNOLOGY	<p>General records pertaining to the development and implementation of policy, procedures, guidelines and standards for technical activities related to ecological sciences, resource economics, conservation engineering, environmental coordination, international activities, technology information, social sciences, resources inventory and assigned institutes, centers and cooperating scientists. Specific records pertaining to each of these activities are described under the respective primary subject.</p> <p><i>Disposition:</i> In accordance with instructions for specific material described by the subjects listed under the primary subjects (functions) named above.</p>
450-11 TECHNICAL GUIDE	<p>Correspondence and general material pertaining to preparation, content, use, etc., of these guides. Case file background and supporting material used in the development of technical guides, arranged by corresponding section of the guide.</p> <p><i>Disposition: See XXX-8 and 120-15.</i></p>
450-12 METRIC CONVERSION	<p>Material relating to NRCS use of metric units, guidance material from U.S. Metric Committee, conversion factors, definitions, etc.</p> <p><i>Disposition: NRCS/CRS-151.</i> N, R, S, A, F - Destroy obsolete or inactive material when 5 years old or when no longer needed for reference, whichever is later.</p>
460 WATER QUALITY PROJECT IMPLEMENTATION	<p>Records pertaining to the development and implementation of policy, standards, and procedures for the selection and installation of projects such as Colorado River Salinity Control, Wellton Mohawk Program, "Section 208," Model Implementation Program (MIP), and Pollution From Land Use Activities Reference Groups (PLUARG). Includes data and records necessary to measure program progress, and to assure that program objectives are met. Establish case files by project, activity, or program as needed. Records pertaining to RCWP activities are filed in 300-17.</p>

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	<p><u>Disposition: NRCS/CRS-28.</u></p> <ol style="list-style-type: none">1. N - <u>Permanent</u>. Transfer to FARC when 10 years old. Offer to NARA when 15 years old.2. R, S, A, F - Destroy when 10 years old or when no longer needed for reference, whichever is sooner.
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§408.64 Index of records guide keywords.

This index is provided as a user reference to assist in locating record material as described in the NRCS Records Guide. Do not attempt to base filing decisions on this index alone. To use it, locate the subject of the file material in the list of keywords, note the file code of the material, and turn to that location in the NRCS Records Guide for a full description of the records properly filed under that file code, and their disposition.

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§408.65 Glossary of Terms

ALPHABETIC INDEX (See 408.64.) A filing and finding aid for subject files that alphabetically list each of the topics included in a usually containing many additional subjects under which papers might be looked for. Each entry shows the file designation for papers on those subjects. Also relative INDEX.

APPRAISAL. The process of determining the value and thus the disposition of records based upon their administrative and other uses, their evidential and informational or research value, and their arrangement.

ARRANGEMENT. (1) The order in which documents are filed. (2) A logical plan for organizing records, such as numerically or alphabetically by names of subject.

BREAKDOWN. (1) The separation of files into such basic types as General Correspondence, Case Files, Case Working Papers, Technical References Materials, Convenience Copies, and the like. (2) The internal arrangement of basic file types by such filing features as names, places, numbers, dates, or subject categories. (3) The division or subdivision of subject categories into successively more specific classes.

CENTRAL FILES. The file of several offices or organizational units physically

and/or functionally centralized and supervised in one location.

CHARGEOUT. The action of recording the removal and loan of papers from a file or the loan of an entire file to indicate its whereabouts, usually done on a specifically designed card, such as Optional Form 23.

CLASSIFICATION. The process, normally connected with subject files, or determining the file designation and necessary index references to records to be filed.

CODING. The process of implementing the file designation decision made during the classification process; the process of putting file designations on the records themselves. Normally used only for subject classification system.

COMPREHENSIVE RECORDS

CONTROL SCHEDULE. A document describing all records of an agency or institution, specifying records to be preserved as having archival value, and authorizing, on a continuing basis, the disposition of specified recurring series of records.

CROSS-REFERENCE. A finding aid, such as Optional Form 21, that directs the users from one place in the file to another when a particular document

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may be requested by more than one name, number, or subject.

CURRENT RECORDS. Records necessary for conducting the current business of an office and therefore generally maintained in office space and equipment. See also **NONCURRENT RECORDS**.

DECENTRALIZED FILES. Files of an agency or agency component that are maintained at several locations. Physically decentralized files can be made subject to centralized intellectual and administrative controls.

DIRECTIVE. Any issuance of an organization that guides, instructs, and informs employees in their work. Included are formalized statements of policy and procedure. Directives are issued under many names, such as Notices, Orders, Procedures, Bulletins, Manuals, Handbooks, Regulations, Circulars, Guides, and the like.

DISPOSAL. Physical destruction of records. See also **DISPOSITION**.

DISPOSAL AUTHORITY. The legal authorization for the disposal of records, obtained from the Archivist of the United States and, for certain series, of the Comptroller General. Initiated by agencies on Standard Form 115, Requests for Records Disposition Authority, or granted in the General Records Schedules.

DISPOSAL LIST. A document providing one-time authorization for the legal destruction of specified nonrecurring series of records.

DISPOSITION. The actions taken with regard to nonrecurring records following their appraisal. The actions include transfer to a records center for temporary storage, transfer to an archival agency, donation to an eligible depository, reproduction on microfilm, and destruction.

DISPOSITION PROGRAM. A management system resulting in the efficient and economical disposition of records by developing and implementing standards, procedures, and techniques. Includes controlling office filing equipment, scheduling records for disposition, and administering their storage documenting agency benefits accruing from the program, and undertaking surveys and audits of disposition operations.

DISPOSITION SCHEDULE. A document governing on a continuing basis the mandatory disposition of recurring records series of an organization or agency. Also known as a records schedule, records control schedule, retention schedule. See also **COMPREHENSIVE RECORDS CONTROL SCHEDULE**, **GENERAL RECORDS SCHEDULE**.

DISPOSITION STANDARD. The time period for the cutoff, transfer to a records center, destruction or offer to the National Archives and Records Administration (NARA) of a records series.

DOCUMENTATION. (1) The recording of an agency's legal mission, function, organization, policies, decisions, procedures, essential transactions, and accomplishments. (2) The body of records that results from such recordings.

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FILE. (1) An accumulation of records maintained in a predetermined physical arrangement. (2) Storage equipment, such as a filing cabinet. See also **SERIES**.

FILE BREAK. Termination of a file at regular periodic intervals to facilitate continuous disposal or transfer of the file series. Also called **Cutoff**.

FILE COPY. The official or record document that is so marked or recognized complete with enclosures or related papers. Also known as **Record Copy**. See also **OFFICIAL FILES**.

FILE DESIGNATION. A distinguishing symbol subject, name, number, or date controlling the placement. See also **CODING**.

FILES. A collective term usually applied to all records of an office or agency.

FILES OPERATIONS. The practical application of filing principles; the performance of the practical work of arranging current records in systematic order for purposes of preservation and references.

FILING. The act of putting documents into their place in accordance with an established system.

FILING SYSTEM. A plan for organizing and identifying records so that they can be found quickly when needed. Most filing systems are based on either an alphabetic or a numeric arrangement.

FOLLOW-UP FILE. A file used as (1) a means of checking on borrowed records and effecting their return to the files and (2) a reminder to officials of the status

actions, which must be completed by a specific date. Also called **Suspense File**, **Tickler File**.

GENERAL CORRESPONDENCE FILE. A file consisting of correspondence on number of subjects, as distinguished from a case file that contains correspondence about specific transactions or project.

GENERAL RECORDS SCHEDULE. A schedule issued by NARA, governing the disposition of specified recurring series common to several or all agencies. Use of the General Records Schedules is mandatory.

HOLDING AREA. Agency space assigned for the temporary storage of current or semicurrent records and for records with relatively short retention periods. Also known as **Staging Area**.

HOUSE KEEPING RECORDS. Records of organization that relate to budget, accounting, personnel, supply, and similar administrative or facilitative operations normally common to most agencies, as distinguished from program or substantive records that relate to an agency's primary functions.

INDEX. A separate collection of cards, extra copies of documents, cross-reference sheets, or other forms arranged in a different sequence from that of the related main file. An index provides another way of finding a document other than by its file designation. For example, a contract file that is arranged numerically might have an index arranged alphabetically by the name of the contract.

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INFORMATION COPY. An extra copy other than the official file copy. May be sent to offices with interest in the subject the discussed.

INVENTORY. A survey of files prior to the development or revision of disposition schedules. Generally includes such data as series title, inclusive dates, use, volume, arrangement, duplication, and other pertinent information. Use of such forms as GSA Form 3119 "Files Survey Record" facilitates the completion of inventories.

MAINTENANCE OF RECORDS. All operations incidental to the upkeep of an organized filing system, including classifying, indexing, sorting, filing, and reference service.

NONCURRENT RECORDS. Records that are no longer required in the conduct of current business and therefore can be accessioned by an archival depository or destroyed. See also **CURRENT RECORDS**.

NONRECORD MATERIAL. Material excluded from the definition of records, such as unofficial copies of documents that are kept only for convenience or reference stocks of publication and processed documents, and library or museum material intended solely for reference or exhibition. See also **RECORDS**.

NUMERIC FILING SYSTEM. Any classification system in which records are arranged by numbers. May require an alphabetic index to facilitate its use.

OFFICE OF RECORD. An office designated as the official custodian of records for specified programs,

activities, or transactions of an organization.

OFFICIAL FILES. An accumulation of official records documenting an action or providing valuable information. The official files include the originals of incoming correspondence, and the initialed copies of the outgoing and inter-office correspondence, the original or action copies of reports completed forms, maps, photographs, and other documents.

PERMANENT RECORDS. In U.S. Government usage, records appraised by NARA as having enduring value because they document the organization and functions of the agency that created or received them and/or because they contain significant information on persons, things, problems, and conditions with which the agency dealt.

PROJECT FILE. A type of case file that contains records relating to an assigned task or problem.

PUBLIC RECORDS. (1) In general usage, records accumulated by Government agencies. (2) Records open to public inspection by law or custom.

READING FILE. A file containing copies of documents arranged in chronological order. Sometimes known as a Chronological File or a Day File.

RECORDS. All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government under

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Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Federal Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included.

RECORDS CENTER. A facility for the economical storage and servicing of records pending their ultimate disposition.

RECORDS MANAGEMENT. The planning, controlling, directing, organizing, training, promoting, and other managerial activities related to the creation, maintenance and use, and disposition of records to achieve adequate and proper documentation of Federal policies and transactions and effective and economical management of agency operations.

RECORD MANAGER. The person responsible for or engaged in a records management program, sometimes known as a records officer or records administrator.

RETIREMENT. Transfer of semicurrent and nonrecurring records to a records center or some other authorized depository for storage.

SERIES. File units or documents arranged in accordance with a filing system or maintained as a unit because they relate to particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. Sometimes known as Record Series.

SUBJECT FILE. Records arranged and filed according to their general information content. Also known as Correspondence Files, General Correspondence Files, or Central Files. Consists mainly of general correspondence but may also include forms, reports, and other material that relate to programs and functions and not to a specific case or a particular person or organization. The purpose of establishing Subject Files is to bring together all papers on the same topic to facilitate information retrieval.

TECHNICAL REFERENCE MATERIAL. Copies of reports, studies, compilations of data, drawings, periodicals, clippings, etc., that are needed for reference and information but are not made a part of the official files. Such nonrecord material is to be kept only as long as needed and may be periodically replaced with more current material.

TRANSITORY RECORDS. Records for which no ultimate disposition has been determined.

UNSCHEDULED RECORDS. Records for which no ultimate disposition has been determined.

VITAL RECORDS. Records essential for maintaining the continuity of Federal Government activities during a national

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emergency. Consists of two categories (1) emergency operating records, which outline the essential functions of the Government for the duration of emergency condition, and (2) rights and interest records, which are required for the preservation of the rights and

interest of individual citizens and the Government.

WORKING PAPERS. Documents, such as rough notes, calculations, or drafts, assembled or created and used in the preparation or analysis of other documents.

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§408.66 FARC Office Addresses.

GSA Region	Areas Served	Mailing Addresses
<hr/>		
National Centers		
	District of Columbia, Maryland, West Virginia, and Virginia (except U.S. Court records)	Washington National Records Center, Washington, DC 20409
	Designated records of the Military Departments and the U.S. Coast Guard	National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132
	The entire Federal Government personnel records of separated Federal employees; medical and pay records of all Federal employees; designated medical records of Army and Air Force military personnel and their dependents; and records of agencies in the St. Louis area (Missouri only), of Scott AFB, Ill., and of the Memphis Service Center, Internal Revenue Service.	National Personnel Records Center (Civilian Personnel Records) 111 Winnebago Street St. Louis, MO 63118
Regional Centers		
1	Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island	Federal Archives and Records Center 380 Trapelo Road Waltham, MA 02154
2	New York, New Jersey, Puerto Rico, and the Virgin Islands	Federal Archives and Records Center Ocean Terminal, Building 22 Bayonne, NJ 07002
3	Delaware, Pennsylvania, and U.S. court records for Maryland, Virginia, and West Virginia	Federal Archives and Records Center 5000 Wissahickon Avenue Philadelphia, PA 19144

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| 4 | North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, Florida, and Kentucky | Federal Archives and Records Center
1557 St. Joseph Avenue
East Point, GA 30044 |
| 5 | Illinois, Wisconsin, Minnesota, and U.S. court records for Indiana, Michigan, and Ohio | Federal Archives and Records Center
7358 South Pulaski Road
Chicago, IL 60629 |
| 5 | Indiana, Michigan, and Ohio, except U.S. court records | Federal Archives and Records Center
3150 Bertwynn Drive
Dayton, OH 45439 |
| 6 | Kansas, Iowa, Nebraska, and Missouri, except greater St. Louis area | Federal Archives and Records Center
2306 East Bannister Road
Kansas City, MO 64131 |
| | Greater St. Louis area (Missouri only) | National Personnel Records Center
Civilian Personnel Records
111 Winnebago Street
St. Louis, MO 63118 |
| 7 | Texas, Oklahoma, Arkansas, Louisiana, and New Mexico | Federal Archives and Records Center
P.O. Box 6216
Fort Worth, TX 76115 |
| 8 | Colorado, Wyoming, Utah, Montana, North Dakota, and South Dakota Bldg. | Federal Archives and Records Center
48, Denver Federal Center
5th and North
P.O. Box 25307
Denver, CO 80225 |
| 9 | Nevada, except Clark County; California, except southern California; American Samoa | Federal Archives and Records Center
1000 Commodore Drive
San Bruno, CA 94066 |
| | Arizona; Clark County, Nevada; and southern California (counties of San Luis Obispo, Kern, San Bernardino, Santa Barbara, Ventura, Orange, Los Angeles, Riverside, Inyo, Imperial, and San Diego) | Federal Archives and Records Center
24000 Avila Road
Laguna Niguel, CA 92677 |
| 10 | Washington, Oregon, Idaho, Alaska, Hawaii, and Pacific Ocean area (except American Samoa) | Federal Archives and Records Center
6125 Sand Point Way
Seattle, WA 98115 |

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\$408.67

External and internal labels

External Diskette labels	File Code	250-13-19
	Description	Travel Budget
	Date	2nd qtr. FY 87
	Job Number	3072A
Internal Diskette labels	Index	
ENGINEERING	Job Number	9508
	Description	Dam Safety Rpt.
	Auth.	KOVON
	Created	12/77
	Revised	06/95
	Pages	16